

1. Call to Order by the Chairman
2. Was the meeting properly announced?
3. Moment of Silence
4. Pledge of Allegiance
5. Roll Call
6. Approve Agenda
7. Approval of October 18, 2011 minutes
8. Public Participation
9. Announcement of Meetings, Report of Supervisors Claims read by the County Clerk, and appoint six (6) Supervisors to approve claims Allen, Babcock, Djumadi, England, Gatterman and James.
10. Public hearing on the 2012 proposed budget
11. **Claims:** None
12. **Correspondence:** None
13. **Appointments:** Appoint Brittany Metoyer as a SALY member and to the Extension Committee serving as a student in a non-binding voting capacity.  
Remove Michelle Krostedt, Tracy Erdman, Joyce Dubois, Nina Fisher and Joanne Sumter from Long Term Support Planning Committee and appoint Ashley Gnat, Kishah Walter, Kathleen Schultz and Moundview Memorial Hospital & Clinics to the Long Term Support Planning Committee.  
Appoint Lori Djumadi, County Board Supervisor to the Long Term Support Planning Committee.
14. **Unfinished Business:** Res. #51: To adopt the attached Personnel & General Administrative Policy Manual and to rescind the previously adopted Personnel & General Administrative Policy Manual.
15. **Reports and Presentations:**
  - A. Miscellaneous:
    - Administrative Coordinator/Director of Finance report
    - Treasurer report of outstanding orders over 2 years old

16. Review Committee Minutes			
Ad Hoc Rules 4/6	CWCAC 8/24	Library 9/26	PS & J 10/12
Ad Hoc Sub Consld 10/20	County Board 10/18	NCWRPC 6/29	Solid Waste 10/12
Ad Hoc Tran 8/4	Executive 10/11	Parks 9/13	Surveyor 11/3
Airport 10/10	Ext 10/11	P & Z 10/5	
Board of Adjustment 9/21	Highway 10/13	Property 10/14,10/19	
	Land & Water 9/12, 10/26		

17. **Resolutions:**

**Res. #76:** Enter into an Intergovernmental Agreement for Columbia County to provide Medical Examiner services to Adams County for fiscal year 2012.

**Res. #77:** To sell county advertised tax foreclosure 8 property.

**Res. #78:** To adopt the 2012 Budget, Tax Levy and Mil Rate for Adams County Government.

**Res. #79:** To enter into a Hauling Agreement for the Collection of Residential Refuse and Recyclables between the Village of Oxford, Wisconsin and Adams County, Wisconsin.

**Res. #80:** To establish a new, non-lapsing UW-Extension account for administration of bequests funds from the Estate of Harold Henning, Adams County Probate Case No. 11PR06A, to be used exclusively for the purposes of "the Adams County 4-H Organizations".

18. **Ordinance:**

**Ord. #18:** To rezone a parcel of land in the Town of Dell Prairie, owner Greg Stroede, located in the NE ¼, NE ¼, Section 3, Township 14 North, Range 6 East at 3619 9<sup>th</sup> Avenue, changed from an A1 Exclusive Agriculture District to an R2 Rural Residential District.

**Ord. #19:** To rezone a parcel of land in the Town of New Haven, owners Michael & Bonnie Julson, located in the NE ¼, NE ¼, Section 33 and NW ¼, NW ¼, Section 34, Town 14 North, Range 7 East, at 4115 Cty Trk G, change from an A1 Exclusive Agriculture District to an R1 Single Family Residential District (.84 acres) and to an R1 LL Single Family Residential District (2.4 acres).

**Ord. #20:** Ordinance adopting county records retention/disposition schedule.

19. **Denials:** None
20. **Petition:** None
21. Approve Claims
22. Approve Per Diem and Mileage
23. Motion for County Clerk to correct errors
24. Set next meeting date
25. Adjournment.

**RESOLUTION ADOPTING NEW PERSONNEL & GENERAL  
ADMINISTRATIVE POLICY**

**INTRODUCED BY:** Personnel & General Administrative Ad Hoc Rules  
Committee

**INTENT & SYNOPSIS:** To adopt the attached Personnel & General  
Administrative Policy Manual and to rescind the previously adopted Personnel &  
General Administrative Policy Manual.

**FISCAL NOTE:** None.

**WHEREAS:** The current Personnel and General Administrative Policy Manual had  
been updated in 2010; and


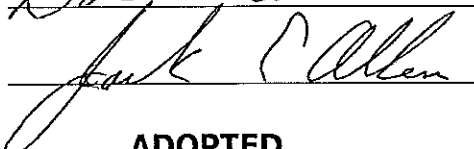
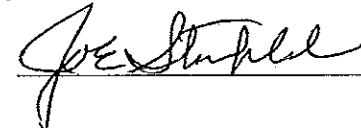
**WHEREAS:** the current policy states evaluation and updates are to take place  
in odd numbered years; and

**WHEREAS:** the committee has reviewed the policy making changes and  
appropriated updates as deemed necessary; and

**WHEREAS:** comments from the department heads and the county mutual have  
been taken into consideration;

**AND NOW THEREFORE BE IT RESOLVED:** that the current Personnel &  
General Administrative Policies be rescinded and the attached become enforced  
effective October 1<sup>st</sup>, 2011.

Recommended for adoption by the Personnel & General Administrative Ad Hoc  
Rules Committee this \_\_\_\_ day of \_\_\_\_\_, 2011.

**ADOPTED**

**DEFEATED**

**TABLED**

by the Adams County Board of Supervisors this date \_\_\_\_  
day of \_\_\_\_\_, 2011.

\_\_\_\_\_  
County Clerk

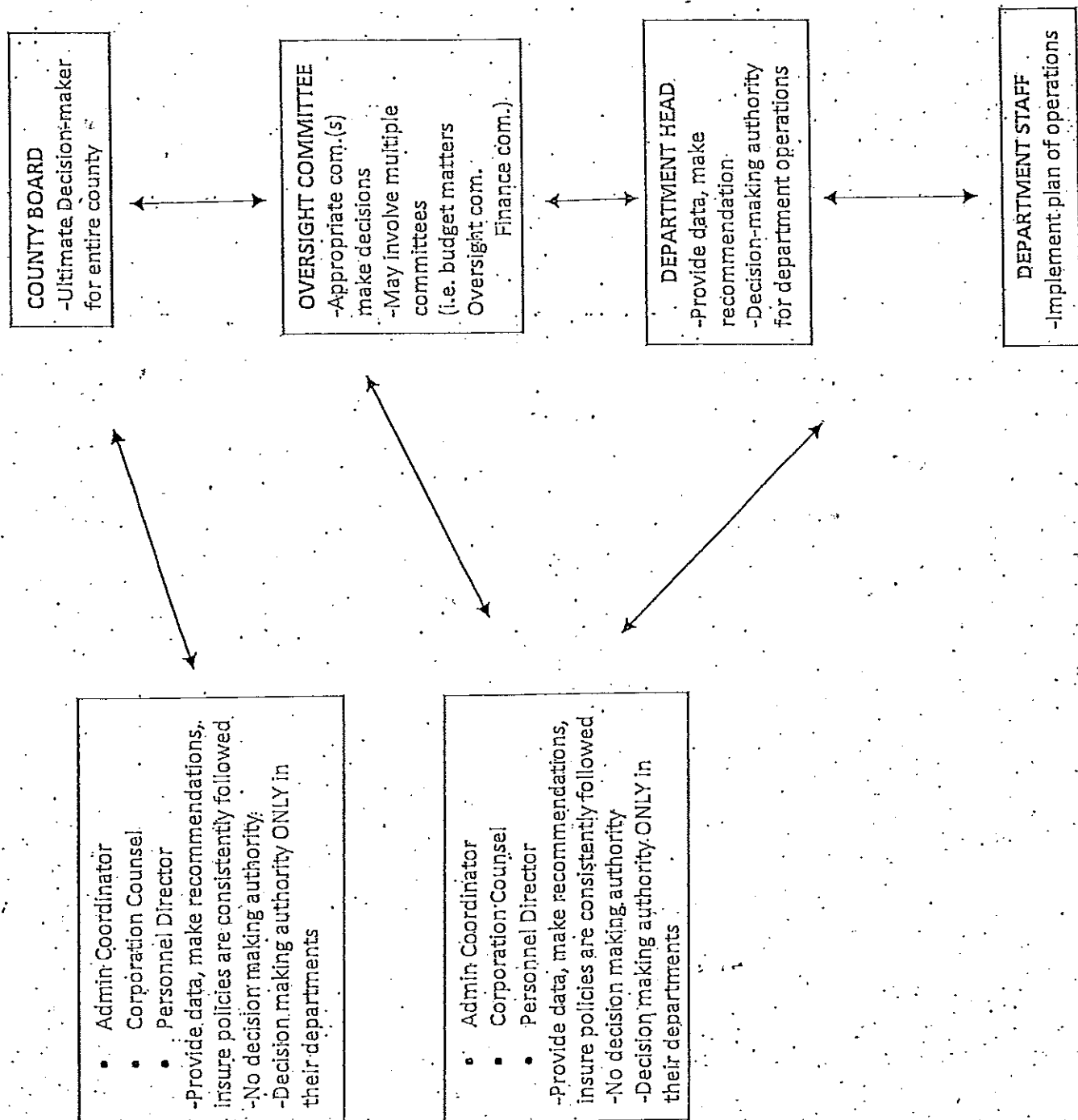
\_\_\_\_\_  
County Board Chair

This Policy Manual shall not apply where State or Federal Statutes, rules, regulations or collective bargaining agreements conflict and shall supersede all previous policies in conflict with the policies in this Manual.

This Manual is not intended to, nor shall it be interpreted as, creating a contract of employment.

Adams County reserves the right to modify and/or amend this Manual without notice and further reserves the right to enforce the terms contained herein:

## COUNTY IN-LINE STRUCTURE





# TABLE OF CONTENTS

<b>CHAPTER ONE: GENERAL POLICIES .....</b>	<b>1</b>
SECTION 1 - SCOPE .....	1
SECTION 2 - ENFORCEMENT AND AMENDMENT.....	1
SECTION 3 - NOT A CONTRACT .....	1
<b>CHAPTER TWO: RECRUITMENT, SELECTION &amp; APPOINTMENT .....</b>	<b>2</b>
SECTION 1 - JOB DESCRIPTIONS.....	2
SECTION 2 - POSITION CATEGORIES/RECRUITMENT FOR EMPLOYMENT .....	2
SECTION 3-NEW POSITIONS .....	4
SECTION 4 - EQUAL OPPORTUNITY EMPLOYER AND DISCRIMINATION/NONDISCRIMINATION.....	5
SECTION 5 - AFFIRMATIVE ACTION .....	5
SECTION 6 - EMPLOYEE SELECTION PROCESS.....	6
SECTION 7 - NEW EMPLOYEE ORIENTATION .....	8
SECTION 8 - NEW EMPLOYEE DRUG & ALCOHOL TESTING .....	9
SECTION 9 - NEW EMPLOYEE PHYSICAL EXAMINATION .....	9
SECTION 10 - RESIDENCY .....	9
SECTION 11 - VOLUNTEER SERVICE POLICY.....	9
<b>CHAPTER THREE: EMPLOYMENT INFORMATION.....</b>	<b>11</b>
SECTION 1 - WORKING HOURS .....	11
SECTION 2 - PERSONNEL RECORDS .....	12
SECTION 3 - POLITICAL ACTIVITY .....	12
SECTION 4 - NEPOTISM.....	12
SECTION 5 - CONFLICTS OF INTEREST AND MISCONDUCT.....	13
SECTION 6 - MUTUAL RESPECT AND PROTECTION POLICY.....	13
SECTION 7 - PERSONAL APPEARANCE AND HOUSEKEEPING .....	14
SECTION 8 - STORAGE OF PERSONAL BELONGINGS ON COUNTY PROPERTY.....	15
SECTION 9 - OFFICE ETIQUETTE .....	16

SECTION 10 - CONFIDENTIALITY .....	16
SECTION 11 - HARASSMENT .....	17
SECTION 12 - CONFIDENTIALITY OF MEDICAL RECORDS .....	18
<b>CHAPTER FOUR: SALARIES AND WAGES.....</b>	<b>20</b>
SECTION 1 - WAGES.....	20
SECTION 2 - OVERTIME AND COMPENSATORY TIME .....	20
SECTION 3 - TIMECARDS .....	22
SECTION 4 - PAY CHECKS .....	23
SECTION 5 - RECLASSIFICATION .....	23
SECTION 6 – ORIENTATION PERIOD.....	23
<b>CHAPTER FIVE: BENEFITS.....</b>	<b>24</b>
SECTION 1 - FRINGE BENEFITS .....	24
SECTION 2 - HEALTH INSURANCE.....	24
SECTION 3 - DENTAL AND VISION INSURANCE.....	24
SECTION 4 - LIFE INSURANCE .....	25
SECTION 5 - FLEX BENEFITS PLAN .....	25
SECTION 6 - RETIREMENT BENEFITS .....	25
SECTION 7 - DEFERRED COMPENSATION .....	25
SECTION 8 - SOCIAL SECURITY .....	26
SECTION 9 - EMPLOYEE ASSISTANCE PROGRAM (EAP) .....	26
SECTION 10 - WORKERS' COMPENSATION .....	26
SECTION 11 - COBRA AND HIPAA COMPLIANCE.....	26
<b>CHAPTER SIX: LEAVES OF ABSENCE .....</b>	<b>27</b>
SECTION 1 - VACATION.....	27
SECTION 2 - HOLIDAYS AND FLOATING HOLIDAYS.....	27
SECTION 3 - SICK LEAVE.....	28
SECTION 4 - PERSONAL LEAVE .....	29

SECTION 5 - UNEMPLOYMENT COMPENSATION.....	29	P7
SECTION 6 - FAMILY AND MEDICAL LEAVE .....	29	
SECTION 7 - MILITARY CAREGIVER LEAVE.....	34	
SECTION 8 - RETURN TO WORK PROGRAM .....	35	
SECTION 9 - BEREAVEMENT LEAVE .....	35	
SECTION 10 - CATASTROPHIC LEAVE.....	35	
SECTION 11 - MILITARY LEAVE.....	36	
SECTION 12 - JURY DUTY LEAVE .....	36	
SECTION 13 - SUBPOENA LEAVE .....	37	
SECTION 14 - DEPARTMENT HEAD TIME OFF.....	37	
<b>CHAPTER SEVEN: EMPLOYEE DISCIPLINE AND DISCHARGE.....</b>	<b>38</b>	
SECTION 1 - COMMUNICATION AND COMPLAINT .....	38	
SECTION 2 - DISCIPLINE AND DISCHARGE .....	38	
SECTION 3 - RESIGNATIONS & TERMINATIONS .....	40	
SECTION 4 - LAYOFFS.....	41	
<b>CHAPTER EIGHT: BUDGETING AND ACCOUNTING POLICIES.....</b>	<b>42</b>	
SECTION 1 - GOVERNMENTAL ACCOUNTING PRINCIPLES .....	42	
SECTION 2 - ACCOUNTING POLICIES .....	43	
SECTION 3 - BUDGET PROCESS .....	43	
SECTION 4 - INTERNAL CONTROL.....	44	
SECTION 5 - CHART OF ACCOUNTS .....	44	
SECTION 6 - EXPENSE VERSUS CAPITALIZATION .....	45	
SECTION 7 - DEPRECIATION POLICY .....	45	
SECTION 8 - JOURNAL ENTRIES.....	46	
SECTION 9 - ACCOUNTS RECEIVABLE .....	47	
SECTION 10 - ACCOUNTS PAYABLE .....	47	
SECTION 11 - INTERDEPARTMENTAL BILLINGS .....	47	
SECTION 12 - CASH RECEIPTS.....	47	

SECTION 13 - INVESTMENTS .....	48
SECTION 14 - PETTY CASH REIMBURSEMENT.....	48
SECTION 15 - CARRY OVER ACCOUNTS/FUND BALANCES .....	49
SECTION 16 - VOUCHERS .....	49
SECTION 17 – FRIDAY/SPECIAL CHECKS .....	50
SECTION 18 – CREDIT CARD .....	50
SECTION 19 - CONVENTIONS, SEMINARS, TRAINING & TOUR REIMBURSEMENT.....	51
SECTION 20 - COUNTY CELL PHONE ISSUANCE.....	53
SECTION 21 - PURCHASING.....	53
SECTION 22 - COUNTY GRANTS .....	53
SECTION 23 - CONTRACTS, TITLES & LEASES .....	54
SECTION 24 – RAFFLE TICKETS .....	55
<b>CHAPTER NINE: INFORMATION MANAGEMENT &amp; TELECOMMUNICATIONS .....</b>	<b>56</b>
SECTION 1 — GENERAL INFORMATION .....	56
SECTION 2 — STATEMENTS OF RESPONSIBILITY .....	56
SECTION 3 — SECURITY .....	57
SECTION 4 – PRIVACY .....	61
SECTION 5 — ACCESS TO THE ADAMS COUNTY NETWORK.....	61
SECTION 6 – HARDWARE, SOFTWARE NETWORK & PHONE SYSTEMS .....	62
SECTION 7 - INTERNET & E-MAIL USE POLICY .....	65
SECTION 8 – SUPPORT .....	67
SECTION 9 – PUBLIC COMPUTER USE POLICY .....	68
SECTION 10 – BUDGETING PROCESS.....	69
SECTION 11 – TECHNOLOGY STEERING COMMITTEE .....	69
<b>CHAPTER TEN: GENERAL ADMINISTRATIVE AND DEPARTMENT POLICIES.....</b>	<b>71</b>
SECTION 1 - PARKING POLICY .....	71
SECTION 2 - RECOGNITION .....	71
SECTION 3 – TOBACCO USE .....	71

SECTION 4 - CLAIMS AGAINST THE COUNTY .....	71
SECTION 5 - VEHICLE POLICY.....	71
SECTION 6 – SOLICITATION POLICY.....	74
SECTION 7 – PERSONAL CELL PHONE USE .....	74
 <b>CHAPTER ELEVEN: SAFETY POLICIES .....</b>	 <b>75</b>
SECTION 1 - SECURITY .....	75
SECTION 2 - NOTICE OF INJURY .....	75
SECTION 3 - WORKPLACE VIOLENCE POLICY .....	76
SECTION 4 - SAFETY POLICIES .....	77
SECTION 5 – DRUG AND ALCOHOL TESTING .....	79
SECTION 6 - POLICY ON A DRUG AND ALCOHOL FREE WORKPLACE.....	80
SECTION 7 - MAINTENANCE AREAS .....	80
SECTION 8 – COURTHOUSE CLOSING .....	80
 <b>SECTION A - DEFINITIONS.....</b>	 <b>81</b>

**CHAPTER ONE: GENERAL POLICIES****SECTION 1 - SCOPE**

It is the intent of the County Board of Supervisors, to the extent permitted by the laws of the State of Wisconsin and the Federal Government, to establish uniform County Personnel and General Administrative Policies. The rules, regulations and policies shall apply to the County Board, Committees, Boards, and Commissions where applicable and to all employees of the County under jurisdiction of the County Board. This Policy shall not apply where State or Federal Statutes, rules, regulations or collective bargaining agreements conflict and shall supersede all previous policies that conflict with the policies herein.

**SECTION 2 - ENFORCEMENT AND AMENDMENT**

**2.01** The County Board, Administrative Coordinator/Director of Finance Personnel Director and Corporation Counsel retain overall authority for the interpretation of this Policy. The Corporation Counsel has an overall authority for the interpretation of this policy, in the event of a conflict of interpretation it can be appealed to the Executive Committee.

**2.02** All County Board Supervisors, Elected Officials, and employees are responsible for reading this Policy, requesting further explanation of any provisions not understood, and ensuring that their own conduct is consistent with this Policy. All employee questions regarding the application or interpretation of the Personnel and General Administrative Policies shall first be discussed with the employee's Department Head. If unresolved, the question may be submitted by the Department Head to the Personnel Director.

**2.03** This Policy, or any of its provisions, may be amended at any time by the County Board, and any such amendment shall be communicated to all employees and shall have full force and effect when adopted or on such other date as may be specified.

**SECTION 3 - NOT A CONTRACT**

**3.01** Nothing in this Policy shall be construed to imply there is a contract between employer and employee. Unless there is a specific contract separate and distinct from this Policy, all employees are considered, and shall be treated as, at-will.

**CHAPTER TWO: RECRUITMENT, SELECTION & APPOINTMENT****SECTION 1 - JOB DESCRIPTIONS**

1.01 Each position shall have a written job description containing the title, status, department, supervisor, a general description concerning the purpose of the position, a list of the essential and non-essential job duties, required qualifications, explanation of physical demands and the work environment, and any special requirements necessary to perform a particular job. All job descriptions shall be approved, signed and dated by the Home Committee *based on recommendations of the Personnel Director*. October 18, 2011

1.02 **New Position Job Descriptions.** Department Heads are responsible for the creation of a job description for any new position in their Departments, or as directed by any Committee of the County Board, or the County Board. All new positions shall be created in accordance with Chapter 2, Section 3, New Positions.

1.03 **Updating Existing Job Descriptions.** Department Heads are responsible for updating all job descriptions for their Department. Department Heads will confer with the Personnel Director prior to submitting it to their Home Committee. All updated or revised job descriptions shall be approved, signed and dated by the Home Committee. All job descriptions will be reviewed every three (3) years by the Department Head. The Department Head will certify, in writing to the Personnel Director that the review has been conducted and that there are no updates or the updated job description is attached.

**SECTION 2 - POSITION CATEGORIES/RECRUITMENT FOR EMPLOYMENT**

2.01 The County has a number of categories for positions ranging from full-time to seasonal, as described in the following subsections. The term "year" shall be defined to mean the time from January 1 to December 31<sup>st</sup> of any twelve (12) month period. The job category descriptions below and corresponding language do not guarantee any specific amount of hours for any employee and should not be so construed or relied upon.

2.02 **Regular full-time Category.** A regular full-time position is authorized at either nineteen hundred and fifty (1950) hours per year or two thousand eighty hours per year (2080), and shall receive fringe benefits.

2.03 **Regular part-time Category.** A regular part-time position is authorized to work less than nineteen hundred and fifty (1950) hours per year. Regular part-time positions are eligible for pro-rated benefits as long as they work more than eighty-five (85) hours per month. If the employee works under eighty-five (85) hours per month they will not receive fringe benefits, except retirement after six hundred (600) hours of employment. If the regular part-time employee is successful in gaining a regular position, they will receive credit and seniority for the time worked as a regular part-time employee, and retains their original start date.

2.04 **On-call Category.** An on-call employee is defined as an individual who fills in on an "as needed" basis for regular employees in the event of an emergency. Department Heads shall ensure on-call employees do not exceed ten (10) business days of employment per calendar month. On-call employees are not eligible for fringe benefits. An on-call employee may not be placed in a regular position unless placement follows the recruitment policy. Should an on-call employee be successful in gaining a regular position, no credit, seniority or benefits shall be given for the time worked on an on-call basis.

2.05 **On-Call Employees Recruitment.** On-call employees may apply at anytime. The list of on-call employees will be maintained by the Personnel Director. All requests for on-call employees shall be

submitted to the Personnel Director, stating the employee being replaced or the position being filled. No Department shall contact an on-call employee unless directed to do so by the Personnel Director. In an emergency situation, such as an employee calling in sick and a replacement is needed, the Department shall contact the Personnel Director for an on-call employee. If the Personnel Director is unavailable, the Department may contact an on-call employee on their own. The Department is responsible for notifying the Personnel Director immediately after finding an on-call employee, reporting who was contacted to work and the employee they are filling in for.

**2.06 Seasonal full-time or part-time Category.** A seasonal full-time employee is defined as one who works an average of at least thirty-seven and a half ( $37\frac{1}{2}$ ) hours per week for a limited time period not to exceed one hundred fifty (150) calendar days.

**2.07 Seasonal Employees Recruitment.** The Department Head after conferring with the Personnel Director may hire up to the number of budgeted approved seasonal employees without obtaining further authorization to hire. The further hiring of any additional staff throughout the year shall be submitted on a new Personnel Recruitment Form following Section 3 -- 3.02.

**2.08 Parks Department Seasonal Employees Category.** A seasonal full-time or part-time employee in the Parks Department shall work no more than ten (10) months per calendar year. Full-time seasonal employees in the Parks Department, who work more than eighty-five (85) hours per month, shall be eligible for fringe benefits. A part-time seasonal employee in the Parks Department who works less than eighty-five (85) hours per month shall not be eligible for fringe benefits. Seasonal full and part-time employees may move back and forth between these classifications due to the cyclical nature of the seasonal establishment. Per Sec. 213(a)(3) of the Fair Labor Standards Act related to exemptions for recreational establishments, Parks Department Seasonal employees will at times be required to work more than forty (40) hours per week and on holidays, while not being eligible for overtime pay.

**2.09 Limited-Term Employee (LTE) Category.** An LTE is defined as any employee who is hired for a temporary period of more than five (5) consecutive workdays, not to exceed ninety (90) consecutive calendar days. The hiring authority must complete the Personnel Recruitment Form and state the precise term with the start date, end date, and length of the term prior to the employee beginning. Summer Park LTEs may work up to one hundred (120) consecutive calendar days as a specific authorized exception to this Policy. Solid Waste LTEs may work up to two hundred thirteen (213) consecutive calendar days as a specific authorized exception to this Policy.

- A. Upon completion of the term, the employee may not be re-employed in any fashion with the County prior to the expiration of not less than five (5) calendar days. All temporary employees shall be selected based on the standard recruitment procedures. All LTEs are to be made aware of all County and Departmental security standards; it is the Department Head's responsibility to ensure that these standards are enforced.
- B. LTEs are not eligible for fringe benefits. An LTE may not be placed in a regular position unless placement follows the Recruitment Policy. Should an LTE be successful in gaining a regular position, no credit, seniority or benefits shall be given for time worked as an LTE employee.
- C. Per Sec. 13(a)(3) of the Fair Labor Standards Act related to exemptions for recreational establishments, Parks Department LTE employees will at times be required to work more than forty (40) hours per week and on holidays, while not being eligible for overtime pay.
- D. LTE'S once hired through the official hiring process may be used in subsequent years.

**2.10 Authorization to Hire Recruitment.** Department Heads wishing to fill vacancies in existing budgeted positions shall submit the Personnel Requisition Form to their Home Committee for approval. Once the Home Committee has approved the request, the Department Head shall forward it to the Personnel Director to initiate recruitment. The request shall include a copy of the job description, with any updates, for the position the Department Head intends to fill. The Personnel Director shall verify the information and sign the form with appropriate comments within seven (7) business days.



2.11 **Existing Position Vacancy Recruitment.** A vacancy in an existing position shall be removed from the table of organization unless a Personnel Recruitment Form has been submitted and approved within six (6) months from the date of the vacancy. The County Board may approve exceptions to this. Positions that were authorized in a previous year's budget, but not budgeted in the current year's budget, shall be removed from the table of organization upon the adoption of the new budget.

2.12 **Change Existing Position Recruitment.** To change an existing part-time position to a full-time position, the Home Committee, Department Head, Executive Committee and the County Board have to approve the request.

2.13 **Retaining Applications Recruitment.** Applications will remain on file for at least twelve (12) months but will not be used for consideration for any other positions within the County. Any candidate wishing to apply for another position will need to submit a new application.

2.14 **Recruitment Program.** The Personnel Director, in coordination with the Department Head develops and conducts an active recruitment program designed to meet current and projected County workforce needs. Recruitment of a Department Head is supervised and directed by the Personnel Director. Recruitment is tailored to the position to be filled and directed to sources most likely to yield qualified applicants.

2.15 **Change in Starting Salary Recruitment.** When the job market dictates, or experience is a factor, the Personnel Director may request approval by the Executive Committee to hire a new employee at a rate of pay other than the starting rate, to alter fringe benefits, or negotiate other conditions of employment.

2.16 **Filling authorized positions.** Vacancies shall be filled as follows:

A. **Union Postings.** An opening for a position covered by a collective bargaining agreement will be posted in accordance with the terms of the applicable collective bargaining agreement and posted Countywide prior to advertising to the public. After the expiration of the posting period, the Department Head shall fill the vacancy in accordance with the applicable agreement, if a senior qualified union member posts into the vacancy, and shall promptly notify the Personnel Director that the vacancy has been filled. If posting does not fill the vacancy, advertising to the public shall be made.

2.17 **Public Advertisements.** All job postings that require a public announcement shall include at least the following information:

- A. Classification/Position title;
- B. Department where the position vacancy exists;
- C. Minimum qualifications and requirements of the position;
- D. Address and phone number to request and submit an application;
- E. Application deadline; and
- F. Equal Employment Opportunity statement.

Other forms or sources of public notice that are economically feasible and reasonably designed to reach a range of qualified candidates may also be used at the discretion of the Personnel Director.

### SECTION 3-NEW POSITIONS

3.01 **New Position Classification.** When a new position is requested, whether budgeted or non-budgeted, the Department Head shall complete the Job Description Questionnaire, Personnel Recruitment Form and develop a Job Description conferring with the Personnel Director.

3.02 **New Position Not Budgeted for the Current Year.** The Department Head shall present the proper forms to their Home Committee. If approved by the Home Committee, the forms shall be

forwarded to the Executive Committee for approval. If approved, a resolution shall be drafted by the Personnel Director for County Board action. As the position would not be budgeted, it shall require a two-thirds ( $\frac{2}{3}$ ) vote of the County Board. If the position is not filled within six (6) months from the date of approval by the County Board, it shall be removed from the table of organization. Exceptions to this are situations where a position is being actively recruited.

**3.03 New Position for the Next Budget Year.** The Department Head shall present the proper forms to their Home Committee. If approved by the Home Committee the forms shall be forwarded to the Executive Committee for approval. Once approved by the Executive Committee, all Forms shall be returned to the Administrative Coordinator/Director of Finance and shall be included with the Budget proposals for the next year.

#### SECTION 4 - EQUAL OPPORTUNITY EMPLOYER AND DISCRIMINATION/NONDISCRIMINATION

**4.01** It shall be the Policy of the County to recruit and select the most qualified persons for positions in the County. Recruitment and selection shall be conducted in an affirmative manner which ensures open competition and provides equal employment opportunity in accordance with state and federal law and provides an effective career development plan for qualified employees through promotional opportunities.

**4.02** Personnel practices within the County shall conform to the provisions of the law relating to non-discrimination in employment. Department Heads are required to follow this Policy in all hiring practices and filling of positions in their Department.

#### SECTION 5 - AFFIRMATIVE ACTION

**5.01** It is the Official Policy of the County, in harmony with the legislative policy of the State of Wisconsin expressed in §111.31, Wisconsin Statutes, to provide Equal Employment Opportunities as set forth in Section 4. It is further the Official Policy of the County to employ minorities in proportion to their representation in the local population, according to statistics, which shall be on file in the Office of the County Clerk.

**5.02** Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Presidential Executive Order # 11246; Revised Order #4; OFCC Affirmative Action Guidelines; and Title XXIX, Chapter 1607 of the Code of Federal Regulations, the Age Discrimination in Employment Act, the Americans with Disabilities Act of 1990, and the Civil Rights Act of 1991, establishing in substance the elimination of discriminatory employment practices based upon race, color, national origin, religion, sex and age and conferring on the Justice Department and Equal Opportunity Commission. The County also subscribes to the non-discrimination laws and regulations passed by Federal and State governments. Therefore, all County policies, procedures, rules and regulations of all Departments, Agencies, facilities, and the provisions of labor contracts are required to be in compliance with the above laws and orders. The County will take affirmative action, when necessary, to achieve handicapped accessibility, and nondiscrimination in contract compliance or employment practices, in accordance with Section 503-5-4 of the Rehabilitation Act of 1973 and the Ordinances and Resolutions of the County.

**5.03 Program Responsibility.** The Affirmative Action Officer for the County shall be the Personnel Director. The Affirmative Action Officer shall review all departmental policies and procedures, rules and regulations, and shall have access to all personnel files, documents, investigative reports, and any documents or information pertinent to the maintenance of the Affirmative Action Program. The Affirmative Action Officer will have the responsibility of resolving complaints of discrimination and identifying problems and participating in a problem's resolution. The Affirmative Action Officer will also serve as a liaison between the County, compliance agencies, and other community organizations as

necessary. Such Affirmative Action Officer may participate in any programs or policies relative to the training, promotion, transfer or discipline of any person in the employment of the County.

**5.04 Dissemination of the Equal Employment Opportunity and Affirmative Action Program.**

**A. Dissemination of the Policy within the County.** The Affirmative Action Policy and Procedures are made part of the Personnel and General Administrative Policies governing and available to all personnel. Procedures for redress of grievances relating to Affirmative Action shall be as set forth in the Dispute Procedures outlined in the Personnel and General Administrative Policies. These Policies and Procedures are communicated to employees periodically through the Personnel and General Administrative Policies. New employees are informed on the Policy as part of the orientation program. The Affirmative Action and Procedures Plan is posted on designated bulletin boards. In addition, various posters, such as "Equal Opportunity is the Law" and the Wisconsin Employment Act are displayed at various locations in County Facilities.

**B. Dissemination of Policy outside the County.** All recruiting sources for County employment will be informed of the County's intent to abide by Equal Opportunity Law and such recruiting sources will be expected to refer candidates for job openings without discrimination against properly qualified individuals solely because of their age, race, creed, color, disability, marital status, sex, national origin, ancestry, sexual orientation, and arrest or conviction record. Recruiting sources that are known by the Affirmative Action Officer to be discriminatory will not be used. All recruitment ads and County regular stationary will include the phrase "An Equal Opportunity Employer." Prospective employees are made aware of the existence of our Affirmative Action Plan by visual display. Advertising will not restrict opportunities except where such restrictions are bona fide occupational qualifications. Any individual wanting a copy of the Affirmative Action Plan will be provided a copy upon request.

**C. General.** The Affirmative Action Policies and Procedures Plan is publicized in English. In specific cases where another language is needed or for persons who are visually impaired, readers, translators, and/or interpreters may be made available.

**SECTION 6 - EMPLOYEE SELECTION PROCESS**

**6.01 Applications.** All applications for employment shall be made on forms approved by the Personnel Director. The County does not accept applications for positions when there is not an advertised position vacancy, with the exception of on-call positions and also part-time positions in the Sheriff's Department. It is the Department Head's responsibility to collect the applications from the Personnel Director after the application closing date has been reached and screen the applications with the Personnel Director, or his designee, in accordance with Section 6.03.

**6.02 Promotions and Transfers.** In limited cases, it may be possible for a position to be filled through promotion of current County employees. Promotional opportunities for non-union positions may include selecting a current employee for a new or refill position, or opening the position to qualified employees, either by Department or Countywide. Candidates for promotion must complete the appropriate steps possess the required skills, knowledge, and abilities, and shall be recommended by the Personnel Director and Department Head. A 60 day orientation period is required for promotions or transfers.

**6.03 Screening.** Once the application closing date has been reached, all completed application forms will be considered for the open position. It is the responsibility of the Department Head, with assistance from the Personnel Director, or his designee, to screen all applications to obtain a workable number of candidates for interviewing. The initial screening is based on job related criteria as has been previously determined in the job description. From those candidates selected for interviews, the hiring decision is made on job related factors including but not limited to:

**A.** Meeting basic job requirements, experience and qualifications;

- B. Realistic appraisal of personal characteristics clearly needed;
- C. Investigation of criminal conviction records when the circumstances of the offense are substantially related to the circumstances of the job; and
- D. Pre-employment inquiries to obtain past performance information from former employers and other references.

First consideration is given to the most qualified, best-suited applicant as determined by the evaluation of selection criteria for the position.

**6.04 Evaluation of Candidates.** Those conducting interviews may evaluate candidates on any basis as determined prior to the interview with the assistance of the Personnel Director.

**6.05 Interviews.** All applicants to be interviewed will be contacted by the Personnel Department. The Personnel Director will determine who will be included in interviews, including a member of the hiring department, the home committee chairperson and/or designee. The Department Head shall prepare interview questions that shall be reviewed and approved by the Personnel Director. Applicants selected for interview(s) shall bear all expenses for the interview(s). The Personnel Director may administer or appoint a designee to administer the interview questions. All interviews will be held in closed session per Wisconsin Statutes.

**6.06 Selection.** After all interviews are completed, those conducting the interviews, shall select at minimum a first (1<sup>st</sup>) and second (2<sup>nd</sup>) alternate candidate, unless the candidates do not meet the desired qualifications. The Personnel Director shall conduct reference and qualification checks on final candidates only. If these references are positive, a conditional offer of employment shall be given to the final candidate contingent upon successful completion of a physical evaluation, if required for the position, background check, and drug and alcohol test. If the qualifications for a position are not met and no offer of employment is made, further recruitment efforts to hire a qualified candidate may be made by the Personnel Director.

**6.07** If the person to whom an offer is made does not fill the position or if the position becomes vacant within twelve (12) months of the date of the candidate's start date, the job may be offered to the second (2<sup>nd</sup>) alternate candidate or candidates in order of preference after consultation with the Personnel Director. If the qualified candidates selected from the initial interview decline the position, further recruitment efforts shall be made by the Personnel Director.

**6.08 Eligibility Lists.** Departments may request to advertise for eligibility lists for positions as follows:

- A. **Sheriff Department.** Jail Officers, Dispatchers, and Road Officers.
- B. **Highway.** Laborers/Truck Drivers and Summer Help.
- C. **Solid Waste.** Truck Drivers.
- D. **Health & Human Services.** Social Workers.
- E. See Chapter 2, Section 2, position categories/recruitment for employment.

Once the eligible candidates have been interviewed, the selected candidates will be placed on the eligibility list. The list shall remain on file for up to twelve (12) months for the filling of future vacancies. The Executive Committee may grant an extension up to six (6) months.

**6.09 Hiring of Non-Elected Department Heads.** Department Head applications are to be screened by the Personnel Director. The Executive Committee along with the committee chair shall interview the candidates recommended by the Personnel Director for appointment to the position of Department Head. The Personnel Director may request outside participants for the interview process. After interviews have been completed, the Executive Committee shall recommend the final candidate to the County Board for approval by Resolution. The only exception shall be the UW Extension Agents, Highway Commissioner and Library Director.

6.10 **Hiring of an Administrative Coordinator/Director of Finance.** The Personnel Director shall assist the Executive Committee in screening applicants. The Personnel Director and Executive Committee shall conduct interviews and the Personnel Director may request outside participants for the interview process. If the Personnel Director position is vacant the Executive Committee shall conduct the interview process. After interviews have been completed, the Executive Committee shall recommend the final candidate to the County Board for approval by Resolution.

6.11 **Letter of Offer.** The Personnel Director shall send a letter of offer and Medical Examination Form, if applicable, to the successful applicant documenting the terms of employment. A copy of the letter of offer will also be given to the Department Head. This offer shall be conditional upon successful completion of the following:

- A. Background Check;
- B. Drug and Alcohol Test;
- C. Physical Evaluation; if applicable
- D. Psychological Evaluation: at the discretion of the Personnel Director or Department Policy.
- E. Reference Check; and
- F. Verification of Qualifications: Those employees, who are required to have a valid Wisconsin driver's license, other license or certification, or a degree to perform their duties, shall provide a current copy of the driver's license, other license or certification, or degree to be placed in their personnel file;

The Personnel Director shall notify each unsuccessful candidate in writing upon selection after the interviews, prior to any of the background checks and testing commencing. The background checks and testing shall commence after verbal acceptance of the position by the candidate. Prior to the final candidate starting their position, the Medical Examination Form, if applicable, along with a letter of acceptance shall be returned to the Personnel Director, and all conditions of employment shall be given to the Administrative Coordinator/Director of Finance prior to starting employment. The County shall not pay relocation expenses of any kind.

## SECTION 7 - NEW EMPLOYEE ORIENTATION

7.01 **Policy.** Adams County will follow an established orientation procedure. Where applicable, all new or promoted County employees will receive orientation of all necessary policies and procedures and required training.

### 7.02 **Procedures.**

- A. A newly hired employee will meet with the Personnel Director on their first day of employment, for orientation to general conditions of employment. Employees shall sign the form at the back of this policy indicating they have received a copy of the Personnel and General Administrative Policies and any addendums. This form is to be returned to the Personnel Director and placed in the employee's personnel file.
- B. The Department Head or designee, shall orient each new employee to the conditions related to his job location, description, and expectations, workplace safety, and hours of work, lunch and breaks. Said orientation shall include an introduction to fellow workers, the use of the time clock and its location, dress code, safety requirements, lunch and break periods, purchasing supplies, use of telephones and other items as deemed necessary. If possible the Department Head shall assign another employee throughout the employee's orientation period to assist in the orientation of the new employee.
- C. The Payroll Technician will meet with the new employee as soon as possible after their start date to obtain information necessary for personnel records and provide orientation and enrollment in benefits for which the employee is eligible.
- D. An orientation checklist shall be completed at each stage of the orientation to ensure discussion of each pertinent item. The completed and signed checklist shall be returned to the Personnel Department for inclusion in the employee personnel file.

**CHAPTER THREE: EMPLOYMENT INFORMATION****SECTION 1 - WORKING HOURS**

**1.01** The normal workweek for full-time County employees may be either thirty-seven and one half (37 ½) or forty (40) hours depending on the Department or collective bargaining agreement. The workweek begins at 12:01 a.m. each Sunday and ends at 12:00 midnight each Saturday. When possible, offices shall remain open during the lunch hour. Employees shall stagger their lunch period to accommodate this schedule.

**1.02** Flex scheduling may be worked out with the approval of the Department Head as long as it does not interfere with the operation of the office or create overtime and/or comp time.

**1.03** Work hours of the Sheriff, Highway and Solid Waste Departments are set forth in their collective bargaining agreement.

**1.04** The Department Head will inform employees of the specific hours employees are to work.

**1.05** Employees shall inform their Department Head or supervisor of any departures from their place or places of work. Department Heads and supervisors have a duty to monitor and account for the work-related activities of their employees throughout their working hours.

**1.06 (1) Lunch Periods and Breaks.**

A. Each employee who works a full shift shall receive at least a one-half (½) hour unpaid lunch break which will normally fall approximately midway through the shift. Employees of some Departments may receive a one (1) hour unpaid lunch break, depending upon the Departments service hours or collective bargaining agreement.

B. Lunch periods are not to be skipped, or used at the beginning or end of the workday, without the specific approval of the employee's Department Head or supervisor. Employees are considered off duty, and are free to leave the premises, during lunch periods. Employees shall punch out at the beginning of their lunch and punch back in when returning to work.

C. Each employee is allowed a paid relief period of ten (10) minutes for each one-half (½) day's work. Break time cannot be accumulated in any manner or used to extend lunch periods or to shorten the workday. Employees are not allowed to leave the work premises during their ten (10) minute break.

D. Lunch periods and rest breaks are to be arranged between the employee and the Department Head or supervisor. Breaks are to be scheduled so that adequate staff coverage is provided and County services are not interrupted.

**1.06 (2) Break Time for Nursing Mothers.** Under Section 7 of the amended Fair Labor Standards Act, employers are required to provide reasonable break time for an employee to express breastmilk for her child(ren) for up to one year after the child(ren)'s birth, each time such employee has need to express the milk.

A. An employee interested in participating in the County Lactation Program should contact their supervisor, Department Head, or Personnel Director. The employee will be assisted in arranging the required time plus a private, clean room, not a rest room, with access to electricity where the employee will be comfortable expressing milk.

B. Anticipated lactation times shall be established by each employee based on her work schedule. Employees will be asked to use their rest breaks and/or lunch periods to help balance their work and personal needs. Additional unpaid break time or flex time may be granted by the Department Head solely for the purpose of expressing milk, as long as providing such break time does not unduly disrupt operations.

C. Certified Lactation Consultants are available through the Adams County Health & Human Services Department of Public Health to assist employees with questions regarding breastfeeding, storage of breastmilk, use of a manual or electric pump and to provide information to help new mothers continue breastfeeding after returning to work.

D. Discrimination and harassment of breastfeeding mothers in any form is unacceptable and will not be tolerated. Any incident of harassment of a breastfeeding employee will be addressed in accordance with the Adams County's policies and procedures for discrimination and harassment. Employees will not be retaliated against for exercising their rights under this policy.

**1.07 Daylight Savings Time.** Employees who are required to work during the change of Daylight Savings Time shall be paid for the actual hours worked.

**1.08 Response Time.** In order to respond to emergency and service needs, employees may be required as part of their job description to be able to meet specific response times.

## SECTION 2 - PERSONNEL RECORDS

**2.01 Personnel Files.** The Personnel Director shall maintain the official files of all County employees in accordance with Chapter 19, Wisconsin Statutes.

**2.02 Inspection of Records.** The public may request in writing to the Personnel Director to inspect personnel files. The County shall provide inspection of personnel records to the public in accordance with Chapter 19, Wisconsin Statutes with approval of the Corporation Counsel.

**2.03 Employees, or a representative designated in writing by the employee, upon written request to the Personnel Director, shall have the opportunity to inspect any documents in his or her own personnel file in accordance with §103.13, Wisconsin Statutes.**

**2.04 Maintenance of Records.** The records of the County shall be maintained as set forth in the County Master Records Retention Schedule, and applicable State Statutes.

**2.05 Employment References.** Professional references concerning past employment with the County shall be given by the County Personnel Director only.

## SECTION 3 - POLITICAL ACTIVITY

**3.01 No employee is precluded from engaging in political activity provided such activity does not interfere with normal work performance, is not conducted during normal working hours and does not involve the use of County equipment or property. No employee shall be removed, discharged, reduced in pay or position, or otherwise discriminated against because of the employee's political opinions or affiliation, except as provided for in this Section. No employees or Elected Official shall directly or indirectly use or seek to use their authority or the influence of their position to control or modify the political action of another person. Employees whose principal employment is in a federally grant-aided program are subject to prohibitions in the Federal Hatch Political Activities Act as amended.**

## SECTION 4 - NEPOTISM

**4.01 The term 'relative' refers to an immediate family member or person living in the same household. No relative can be employed in an immediate superior or subordinate relationship. No Board or Committee member, Department Head, supervisor, employee, or Elected Official, may take part in the selection, appointing of authority, evaluation, promotion, demotion, lay-off, termination or assignment of benefits or supervision of any relative.**

P20

## SECTION 5 - CONFLICTS OF INTEREST AND MISCONDUCT

5.01 No employee shall accept directly, or indirectly, any property, personal advantage, money, or any other form of payment in kind which the employee is not authorized to receive or with the understanding that the employee will act in a certain manner in relation to any matter which is pending or might come before the employee.

5.02 No employee shall commit any of the following acts:

A. Intentionally fail or refuse to perform a known mandatory, non-discretionary, administrative duty of his office or employment within the time or in the manner required by law;

B. Perform an act which he knows is in excess of his lawful authority or which he knows is forbidden by law to do in his official capacity;

C. Whether by act of commission or omission, exercise a discretionary power in a manner inconsistent with the duties of his office or employment or the rights of others and with intent to obtain a dishonest advantage for himself or another;

D. Make an entry in an account or record book or return, certificate, report or statement which, in a material respect, he intentionally falsifies;

E. Under power of his office or employment, intentionally solicit or accept, for the performance of any service or duty, anything of value which he knows is greater or less than is fixed by law;

F. In his private capacity, negotiate or bid for or enter into a contract in which he has a private financial interest, direct or indirect, if, at the same time, he is authorized or required by law to participate in his capacity as an employee, in the making of that contract or to perform in regard to that contract some official function requiring the exercise of discretion on his part and/or;

G. Participate in the making of a contract in which he has a private financial interest, direct or indirect, or performs in regard to that contract some function requiring the exercise of discretion on his part.

5.03 Subparagraphs F and G do not apply to contracts in which any single employee is privately interested that do not involve receipts and disbursements by the County aggregating more than \$15,000 in any year pursuant to §946.13, Wisconsin Statutes.

5.04 Any employee that commits any of the above prohibitive acts shall be subject to discipline pursuant to the Discipline and Discharge Section of the Personnel and General Administrative Policies.

## SECTION 6 - MUTUAL RESPECT AND PROTECTION POLICY

6.01 It is Adams County policy that all individuals be treated courteously, professionally, fairly and with respect. This is articulated by the doctrine of Mutual Respect that has two key elements:

A. The Adams County employee has responsibility to those we serve, reflected in our desire to be honest, courteous and helpful, and to recognize why an individual is seeking service and the individual's perspective;

B. The Adams County citizen has responsibility to appropriately communicate the citizen's service needs, be prepared to assist county personnel, and not be verbally or physically abusive.

6.02 Verbal or physical abuse may include words or behavior that is disrespectful or threatening, condescending, indecent, profane, and includes any act of intimidation through a violation of personal space. All Adams County service providers shall treat all individuals with respect at all times. Examples of respect include:

1. Using respectful language in all verbal, written and electronic communication;
2. Being open and attentive to the point of view of others;
3. Using input and feedback in a respectful manner;
4. Expressing disagreements tactfully and respectfully;
5. Respecting the ideas, values and traditions of others.



**6.03 Procedure to Respond to a Violation of this Policy**

**A. Individual Employee.** If an individual determines that someone has violated this policy, that individual should first attempt to resolve the situation by informing the violating party that the behavior is unacceptable. If the situation is not resolved satisfactorily, or if an individual does not feel comfortable confronting an offender, a Mutual Respect and Protection Incident Report form should be completed as soon as possible and routed through the individual's immediate supervisor.

(Note: the Mutual Respect and Protection Incident Report form is for reporting purposes only, and is not intended to be used to judge an individual employee's actions in addressing the situation. However, if it is established that an individual knowingly made false accusations, that individual will receive corrective action and/or disciplinary action, up to and including termination.)

**B. Supervisor/Department Head.** It is the responsibility of management to ensure that all incidents are properly addressed. The immediate supervisor shall submit the completed Mutual Respect and Protection Incident Report form including any action taken by the supervisor to address the situation, to the Department Head, the Personnel Director, and to the Administrative Coordinator/Director of Finance no later than the close of business on the next workday following the incident. In addition, any threat of physical violence shall be reported to the Adams County Sheriff's Department.

If a supervisor has not finished the investigation/action of an incident within the time period allotted, the supervisor should submit the Mutual Respect and Protection Incident Report form with a notation as to when the investigation/action will be completed. Once the supervisor has completed the action, a supplemental communication addressing the action shall be forwarded to the Department Head, Personnel Director, and Administrative Coordinator/Director of Finance.

**C.** The Administrative Coordinator/Director of Finance has one business day from receipt of the communication to address the incident upon review of all the relevant facts relative to the case. The administrator's actions/comments shall be forwarded to the Department Head, employee, Personnel Director and, if necessary, the Sheriff for action.

**6.04** Under no circumstances will retaliation or intimidation toward a complainant and/or others involved in an investigation be tolerated. If the complainant or any other individual who has participated in an investigation is subjected to any retaliation or intimidation, he or she should report such action immediately to the Personnel Director.

**6.05 Posting of Policy.** In an effort to ensure customers to Adams County facilities have access to this policy, all Adams County facility entrance areas shall have a copy of the Mutual Respect and Protection Policy notice posted in a viewable place and manner.

**6.06** It is the duty of every employee to deal courteously and professionally with the public and other employees. Favorable impressions created by courteous and professional public relations develop citizen goodwill and support for the employee, his/her Department, and the County as a whole. Any disposition or demeanor indicating an attitude of discourteousness toward the public will be cause for disciplinary action up to and including dismissal.

**SECTION 7 - PERSONAL APPEARANCE AND HOUSEKEEPING**

**7.01** All clothing must be respectable, clean, neat and not in need of repair. There are two (2) dress code categories.

P22

A. **Field Wear** - Specific to a department and approved by the Department Head. Clothing is chosen as it relates to job assignment/activity. When not on field duty employees will be expected to wear business casual.

B. **Office Wear** – General dress code used in all County Offices at all times unless field wear. Appropriate attire will be considered as “business casual”.

a. The following are **never appropriate** for Office Wear:

1. Shorts of any kind (walking, bermuda, cut-offs, low riser or hip hugger pants)
  2. Tank tops
  3. Halter tops
  4. Midriff tops
  5. Strapless tops
  6. Flip flops (beachwear type)
  7. Rubber Garden shoes (Croc type)
  8. Skirts/dresses that are considered micro or mini (nothing more than 3 inches above the knee)
  9. Athletic Wear
  10. Hats – caps/hats may not be worn inside of buildings
  11. Clothing exhibiting any type of promotional depictions and/or potentially offensive words, terms, logos, pictures, cartoons or slogans. This is not to prohibit the wearing of appropriate logos, items supporting local or state organizations on appropriate days on/or near the events.
  12. Jeans (~~must be clean, free of rips, tears, fraying and may not be excessively tight or revealing~~)(that are dirty, ripped, torn, frayed, or excessively tight or revealing)
- October 18, 2011

**7.02 Modesty “Clause”** – Clothing that reveals too much cleavage, your back, your chest, your stomach or your undergarments is not appropriate for a place of business.

No dress code can cover all contingencies so employees must exert a certain amount of judgment in their choices of clothing to wear to work. If you experience uncertainty about acceptable business casual attire for work please ask your Department Head/Supervisor. The enforcement of this guideline is the responsibility of management and supervisory personnel. The key point to sustaining an appropriate “business casual” attire program is the use of common sense and good judgment and applying a dress code that is conducive to our business environment. [Remember if you question the appropriateness of the attire, it probably isn’t appropriate.]

**7.03** Department Heads and supervisors are responsible for monitoring and enforcing this policy. The policy will be administered according to the following action steps.

- A. If questionable attire is worn the Department Head/Supervisor will hold a personal, private discussion with the employee to advise and counsel the employee regarding the inappropriateness of the attire.
- B. If an obvious policy violation occurs the Department Head/Supervisor will hold a private discussion with the employee and ask the employee to go home and change his/her attire immediately.
- C. Repeated policy violations will result in disciplinary action.

## SECTION 8 - STORAGE OF PERSONAL BELONGINGS ON COUNTY PROPERTY

**8.01** County owned lockers, desks, file cabinets, electronic equipment, and vehicles are not the private property of the employee. There is no reasonable expectation of privacy with regard to their contents and they are subject to inspection.

**SECTION 9 - OFFICE ETIQUETTE**

9.01 Please be respectful when you are in another employee's work area. The employee may be on the phone or need less noise interruptions to do their work. When entering others offices, especially when you are meeting with clients, visitors, or members of the community, or even another employee, please be polite and knock before entering, and wait for acknowledgment. Most Offices in the County have an open door policy, but may not want to be interrupted at that time. Manners and respect to all are necessary in the workplace.

**SECTION 10 - CONFIDENTIALITY****10.01 Scope.**

- A. The purpose of this Section is to familiarize or acquaint employees with the general principles, rules, laws and exceptions as it relates to confidentiality. This is not intended to be an exhaustive discussion of the topic. Specific questions regarding the release of information shall be referred to the Department Head. Consultation with the Corporation Counsel shall be required.
- B. Confidentiality refers to the protection of information that is intended to be private. A policy of confidentiality serves to encourage parties to speak freely and provide information that they might not normally disclose to another party. Since most Departments exist solely for the purpose of serving the public, the County must maintain the highest standards of confidentiality to ensure the best possible service to the public.
- C. The requirements that certain information be kept confidential may arise from statute, privilege, contract, ethical rules, or by County Policy. Violation of confidentiality rules may result in discipline, litigation, criminal penalties, civil monetary penalties or a deterioration of the service relationship between the County and the public.

10.02 **Departmental Policies on Confidentiality.** The best source for information on confidentiality requirements for employees is the Personnel Director and Department Head. Each Department shall be required to implement a written policy on the confidentiality requirements. All employees, interns, students, and contract service providers shall be provided with a copy of the confidentiality policy for their Department and shall sign an acknowledgment that they agree to abide by the policy, which shall be filed in the employee's official personnel file. Each Department shall hold periodic training on the requirements of its confidentiality policy. Copies of these policies shall be filed with the Personnel Director, and updated by January of each year.

**10.03 Open Records.**

- A. Public policy favors providing members of the public with access to information and records of governmental activities. The policy is based on the idea that all persons are entitled to the greatest possible information regarding the government and the official acts of those Officers and employees who represent them. Confidentiality is actually an exception to the Open Records and Open Meetings Law.
- B. Each Elected Official, County Chairperson, Administrative Coordinator, Appointed Officer or individual Department Head, or any local public official per Wis. Statutes 19.32 (1dm) is the legal custodian of his/her records and the records of the office.
- C. The Department or Committee Member preparing the agenda shall notice the agenda of a meeting at least twenty four (24) hours in advance of the meeting for the public, all members of the news media who have requested notice, and the official newspaper. As a general rule it is advised by the Attorney General that it should be noticed in three different locations. The agenda shall include time, date, place of the meeting, and subject matter. If there is an anticipated closed session it must be noticed as such in accordance with Wisconsin Statutes. In an emergency situation, a meeting may be called without twenty four (24) hours notice, but emergency meetings do require at least two (2) hours notice of the meeting *and shall be reviewed and advised by the Corporation Counsel prior to the meeting being called to order.*

October 18, 2011

P24

- D. The Department or Committee Member preparing the minutes is responsible for submitting a hard copy of the meeting minutes with associated handouts/attachments to the County Clerk within ten (10) working days after the meeting.
- E. All information collected by a Department, whether written or oral, is subject to the County confidentiality requirements.
- F. Employees from one (1) Department may see confidential information from another Department in the course of their regular employment. For example, employees from the Administrative Coordinator/Director of Finance Office may pay invoices for the Health & Human Services Department. The Administrative Coordinator/Director of Finance employees are bound by the same confidentiality standards as those in the Health & Human Services Department.

Employees should be aware that it may be a violation of this Section to release information on individuals receiving services to other Departments, members of the County Board, or even the employee's Home Committee. Any employee found not abiding by this Policy shall be subject to discipline pursuant to the Discipline and Discharge Section of the Personnel and General Administrative Policies.

## SECTION 11 - HARASSMENT

**11.01 Anti-Harassment Statement.** The County is committed to maintaining a work environment that is free of illegal discrimination and harassment. Harassment consists of unwelcome conduct, whether verbal, physical, or visual that is based on a person's protected status as defined by law, and as indicated in this Policy. The County will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment.

**11.02 Scope.** This Policy applies to all Elected Officials, salaried and bargaining unit employees within the County, and to all other employees, including full-time, part-time, temporary or agency personnel. It also includes others who do business with the County such as outside contractors, vendors or customers.

**11.03 Sexual Harassment.** All County employees are responsible for helping to prevent harassment. Sexual harassment deserves special mention. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex, whether or not such conduct is repeated, constitute sexual harassment especially when:

- A. Submission to such conduct is an explicit or implicit term or condition of employment;
- B. An individual's submission to or rejection of such conduct becomes the basis for employment decisions affecting that individual; or
- C. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

**11.04 Sexual Harassment Definitions.** In accordance with Equal Employment Opportunity Commission (EEOC) guidelines, sexual harassment is defined as:

- A. **Unwelcome or Unwanted Sexual Advances.** This means patting, pinching, brushing up against, hugging, kissing, fondling, arms around shoulders, or any other similar physical contact normally considered unacceptable by another individual.
- B. **Requests or Demands for Sexual Favors.** This includes subtle or blatant expectations, pressures, threats, or requests for any type of sexual favor, which may be accompanied by an implied or stated promise of preferential treatment or negative consequence concerning one's employment, career or salary status.
- C. **Verbal Abuse.** Teasing or joking that is sexually oriented and usually considered unacceptable by another individual. This includes comments about an individual's body or appearance when such comments go beyond mere courtesy; telling dirty jokes that are clearly unwanted or considered offensive by others; or tasteless, sexually-oriented comments, innuendoes, questions or actions which may offend other reasonable people.

1 D. **Engaging in Any Type of Sexually Oriented Conduct.** This includes conduct that would  
2 unreasonably interfere with another's work performance such as extending unwanted sexual  
3 attentions to someone, which, in turn, reduces productivity or time available to work at  
4 assigned tasks.

5 E. **Creating a Work Environment that is Intimidating, Hostile, or Offensive.** A work  
6 environment may become intimidating, hostile or offensive because of unwelcome or  
7 unwanted sexually oriented conversation, suggestions, requests, remarks, demands, physical  
8 contacts, or attentions. Such items as explicit or exposing posters, calendars, pictures,  
9 cartoons, or leers, gestures, questions or comments are also included.

10  
11 **11.05 Complaint Procedure.** Any employee who believes another person subject to this Policy is  
12 sexually harassing them shall promptly take the following steps:

13 A. If possible, the employee shall politely but firmly inform the harasser how they feel about the  
14 actions and request that the person ceases the harassment.

15 B. If the harassment continues, or if the employee believes some employment consequence may  
16 result from such a confrontation, the employee shall report it to his immediate supervisor,  
17 Department Head, Personnel Director, Corporation Counsel or Administrative  
18 Coordinator/Director of Finance.

19 C. If the employee feels a resolution has not been reached in the previous steps, or if the  
20 employee believes some employment consequence may result from making such a complaint,  
21 the employee shall ask the Personnel Director, or designee, to investigate the complaint.

22 D. If the complaint is against the Administrative Coordinator/Director of Finance, the Executive  
23 Committee will investigate or arrange for an outside, independent investigator to conduct an  
24 investigation of the complaint.  
25

26 **11.06 Confidentiality.** Confidentiality will be maintained to the greatest extent possible in order to  
27 protect the reporting person's identity as well as potential defamation of a wrongfully accused person.  
28 However, in most instances it will be necessary, at some point, to identify the reporting person so a  
29 thorough investigation can be completed.  
30

31 **11.07 Non-Retaliation.** No retaliatory action is permitted against any employee who, in good faith,  
32 raises or reports a legitimate issue of sexual harassment or other discriminatory practice.  
33

34 **11.08 Investigation.**

35 A. Sexual harassment claims shall be investigated as promptly and as thoroughly as possible by  
36 those conducting the investigation, and within the guidelines of County Policy by the  
37 Corporation Counsel and Personnel Director or other agency that is deemed appropriate by  
38 the Administrative Coordinator/Director of Finance.

39 B. In all cases, when an investigation is required, the investigation process will start no later than  
40 ten (10) business days after the Personnel Director receives a formal written complaint.

41 C. Accurate and complete records of all interviews shall be maintained.

42 D. Normally, interviews shall be conducted with the reporting employee, alleged harasser, and  
43 witnesses.

44 E. The reporting employee and accused harasser shall be notified in writing of the decisions  
45 reached.  
46

47 **11.09 Corrective Actions.** Corrective action based on substantiated complaints of sexual harassment  
48 against any employee may include discipline, up to and including discharge.  
49

## 50 SECTION 12 - CONFIDENTIALITY OF MEDICAL RECORDS

51

52 **12.01** The County respects the confidentiality and privacy rights of all of its employees. Accordingly,  
53 the results of any test administered under this Policy and the identity of any employee participating in the  
54 County's Employee Assistance Program (EAP) or other assessment or treatment program will not be

P26

1 revealed by the County to anyone except as required by law. The County will release an employee's  
2 record as directed by the express written consent of the employee authorizing release to an identified  
3 person. In addition, the County will ensure that any lab or agency used to conduct testing under this  
4 Policy will maintain the confidentiality of employee test records. However, the lab or testing agency will  
5 disclose information related to a positive drug or alcohol test of any individual to the County. The  
6 County may disclose this information to the employee or to the decision maker in a lawsuit, grievance, or  
7 other proceeding by or on behalf of the individual which arises from any action taken in response to a  
8 positive drug test or alcohol test; or as required by law, including court orders and subpoenas. The  
9 Medical Review Officer (MRO) will not reveal individual test results to anyone, except the County  
10 Personnel or Administrative Coordinator/Director of Finance Offices, unless the MRO has been presented  
11 with a written authorization from the tested employee.  
12

13 **12.02** All records related to drug and alcohol tests of individual employees will be maintained in  
14 individual medical files separate from the employee's personnel file. These records will be stored in a  
15 locked cabinet in the Personnel Director Office and access will only be allowed to those employees who  
16 have a legitimate need to review the records of a particular employee.

## CHAPTER FOUR: SALARIES AND WAGES

## SECTION 1 - WAGES

1.01 Employee salaries shall be determined by classification as set by the County Board using the County Pay Structure. No employee shall be paid per diem. Elected Official salaries shall be determined by the County Pay Structure set by the County Board, in accordance with Wisconsin State Statutes.

1.02 Any change in an employee's wages or a change in employment status shall be submitted on an Employee Change Notice by the Personnel Director to the Administrative Coordinator/Director of Finance Office prior to the Friday preceding payroll week, after the status change occurs.

1.03 Employees hired prior to January 1 shall receive a step increase in pay on April 1 of each year. A step increase shall be given once a year until they reach market comparability (Grade 7) and then moving up a step every other year. Employees hired after January 1 will not be eligible for a step increase until the following year. (adopted May 18, 2010)

1.04 Terminated employees whose last day worked occurs prior to the date a change in the County Pay Structure is adopted, shall not be entitled to retroactive pay.

1.05 The Personnel Director shall send a letter to all employees, with a copy to the Administrative Coordinator/Director of Finance Office, who are transferred, reclassified, promoted, demoted, or who are temporarily assigned to another position documenting the pay and benefits that shall be received with the change in the employee's position.

1.06 **Transferring from Part-Time to Full-Time.** An employee who transfers from part-time to full-time in the same classification will be placed on the lowest step that will not result in a reduction in salary.

## SECTION 2 - OVERTIME AND COMPENSATORY TIME

2.01 The Federal Fair Labor Standards Act regulates hours of work and overtime pay for employees covered by the Act. Employees are classified in accordance with the Federal Fair Labor Standards Act (FLSA) as either exempt or non-exempt. Exempt employees include Department Heads, supervisors, managers, and professional employees. Non-exempt employees, or those covered by the Act, are all other employees. If an employee has a question as to which category he is in, the employee shall contact the Personnel Director. Details regarding the implications of FLSA as it pertains to time-keeping requirements and treatment of employees on a salary or hourly basis, as well as fringe benefit rights, are set forth in other provisions of the Policy.

2.02 **Overtime.** Overtime is any hours worked over forty (40) hours per workweek, that are paid out at one and one-half (1½) times the employee's regular rate of pay. Part-time, on-call, LTE, and seasonal employees are not eligible for overtime unless in a one (1) calendar week period, Sunday 12:01 a.m. through Saturday 12:00 a.m., the employee works over forty (40) hours. Overtime should be granted for unusual occurrences or Department requirements only, and shall be pre-approved by the employee's Department Head or supervisor. All overtime shall be initialed by the Department Head or supervisor on the employee's timecard.

2.03 **Compensatory Time.** Compensatory time is granted rather than overtime pay, at the Department Heads discretion, at one and one-half (1½) times the hours worked in excess of forty (40) hours per workweek. Compensatory time should be granted for unusual occurrences or Department requirements only. The Department Head or supervisor shall approve the earning of compensatory time by signing the employee's timecard.

P28

**2.04 Non-exempt Employees.**

- A. For non-exempt employees, hours worked in excess of the forty (40) hours in a workweek shall be compensated in compensatory time off or overtime pay, at the Department Head's option. This shall accumulate at the rate of one and one half (1½) times, either the hours worked for compensatory time, or the rate of regular pay for overtime pay. If overtime pay is selected, it shall be paid in the pay period in which the overtime was earned.
- B. If an employee works at two (2) or more job assignments, the number of hours worked for all such job assignments must be combined for purposes of these rules.
- C. Overtime and compensatory time off is based on actual hours worked. Sick leave, vacation leave, compensatory time off, or any other paid and unpaid leaves of absence, will not be considered hours worked for purposes of calculating overtime or compensatory time off.
- D. Subject to the Department Head or supervisor's approval, compensatory time instead of overtime may be allowed for regular full-time non-exempt employees, which works in excess of forty (40) hours in a workweek.

**2.05 Exempt Employees.**

- A. Exempt employees under the Fair Labor Standards Act will not be required to use the time clock. Exempt employees are required to submit a timecard, with the hours written down indicating the hours to be paid and actual hours worked, and any paid leaves of absence.
- B. Full-time exempt (salaried) employees are normally expected to work an average of forty (40) hours per workweek. Exempt employees may be required to attend regular or special meetings, or events, to perform other services outside of regular working hours. In return for these services, these employees may take time off when the workload of the office permits. It is not the intent of this provision to allow time off on an hour for hour basis, which means that exempt employees shall take no more than one (1) full day off consecutively for hours worked in excess of forty (40) hours for work outside of normal working hours, not to exceed four (4) calendar days in a calendar year. All full-time exempt salaried employees shall have their benefits calculated based on a forty (40) hour workweek. Under no circumstances will compensation be paid for any additional time upon separation, termination, resignation or any other departure for any exempt salaried employee. Any violations of this policy shall be reported to the Personnel Director for appropriate disciplinary action, up to and including termination.  
Exceptions to this policy shall include Park Managers of Petenwell and Castle Rock Park, and law enforcement exempt employees. Although the intent is not to allow time off on an hour for hour basis, additional compensatory time may be granted for hours worked in excess of forty (40) hours per work week, at the discretion of the Department Head.

**2.06 Use of Compensatory Time.**

- A. The Department Head or supervisor prior to the employee taking the compensatory time shall approve the hours that the employee plans to be absent from work.
- B. Compensatory time will accrue in not less than fifteen (15) minute increments.
- C. The employee may receive compensatory time off equal to one and one-half (1½) times the number of hours worked, in lieu of cash payment for overtime.
- D. Compensatory time may not be used prior to the actual earning of the compensatory time.
- E. Compensatory time may be accumulated, not to exceed one hundred hours (100), any hours in excess shall be paid out. It is the Department Head's responsibility to monitor and pay out employees for any excess hours. All compensatory time earned shall be used by the December 15<sup>th</sup> or paid out by the last payroll period of each year for all employees.
- F. Compensatory time may never be used in such a manner as to constitute an opportunity to be absent from work for longer than one (1) continuous workweek.

**2.07** An employee who moves from one (1) position to another in the County by transfer, promotion, or reassignment shall only transfer two (2) working days of compensatory time to the new position. The



1 remaining balance of accumulated compensatory time shall be paid out, by the Department the employee  
2 is moving from, at the employee's rate of pay prior to the transfer, promotion, or reassignment.

3  
4 **2.08 Reimbursement for Travel Time.** Federal Law applies to compensation for travel time required  
5 of FLSA non-exempt employees. For same-day out of town travel, any FLSA non-exempt employee who  
6 is required to travel during hours that are in addition to the normal workday shall be paid overtime for  
7 those hours. If the travel is overnight, then a FLSA non-exempt employee is eligible for overtime for  
8 hours that are in addition to the normal workday only if he drives an automobile to the conference. In no  
9 instance shall an employee be paid to travel to the employer's work site if it is the first stop of the day. In  
10 this case the employee begins being paid once the employee arrives at work.

### 11 12 SECTION 3 - TIMECARDS 13

14 **3.01** Exempt employees under the Fair Labor Standards act will not be required to use the time clock.  
15 Exempt employees are required to submit a timecard, with the hours written down indicating the hours to  
16 be paid and actual hours worked, and any paid leaves of absence.

17  
18 **3.02** Non-exempt employees are required to use the time clock to record hours worked each day. Each  
19 non-exempt employee shall file an accurate timecard, with the listing actual hours worked, vacation,  
20 floating holiday, bereavement, sick time, or any other paid leave of absence used, as required by the  
21 Federal Fair Labor Standards Act. Willful falsification of a timecard by an employee is grounds for  
22 discharge. Unintentional filing of an inaccurate timecard is grounds for discipline.

23  
24 **3.03** If an employee cannot punch his/her card, then the time may be written in and initialed by his/her  
25 department head. However, employees will not punch timecards for other employees. Employees  
26 punching for other employees will first be given a warning. A second offense will result in termination.  
27 If, by accident, an employee punches another employee's card, than the mistake must be initialed and  
28 approved by the Department Head.

29  
30 **3.04** Each employee shall sign their timecard verifying that the time documented is accurate and  
31 correct. It is the responsibility of the Department Head or his designee to also sign the timecard  
32 indicating he has reviewed the information and agrees the employee is paid as provided by the  
33 information on the timecard. Timecards for all employees are to be to the Administrative  
34 Coordinator/Director of Finance Office prior to 9:00 a.m. on Monday the week payroll is being processed.

35  
36 **3.05** Department Heads are required to sign their own timecard verifying that the time documented is  
37 accurate and correct. No other signatures will be required of a Department Head's timecard.

38  
39 **3.06** Employees are not allowed to commence work prior to the established starting time or continue to  
40 work beyond the established stopping time, without the prior authorization of their Department Head.  
41 Doing so may result in discipline for the employee.

42  
43 **3.07** The County utilizes the policy established by the U.S. Department of Labor regarding rounding  
44 practices for recording of paid time. Minor differences between clock records and actual hours worked  
45 cannot ordinarily be avoided, but major discrepancies should be discouraged since they raise doubt as to  
46 the accuracy of the records of hours actually worked. Therefore, pursuant to the rounding practices  
47 provision of the Fair Labor Standards Act, starting time and stopping time to the nearest quarter hour is  
48 permitted. For example, when an employee punches in and commences work eight (8) minutes after their  
49 regular starting time, the starting time will be recorded to the nearest quarter hour (i.e. the employee  
50 punches in at 8:08 a.m. and is treated as having punched in at 8:15 a.m.). However, an employee who  
51 punches in and commences work prior to 8:08 a.m. is treated as having started work at the nearest quarter  
52 hour, i.e. 8:00 a.m. The same applies to an employee who works late and punches out at 4:38 p.m. the  
53 employee is treated as having worked to the nearest quarter hour, i.e. 4:45 p.m. However, an employee  
54 who works until 4:37 p.m. and punches out at that time is treated as having worked until 4:30 p.m.

Presumably, this arrangement averages out so that employees are fully compensated for all the time they actually work. For enforcement purposes the rounding rule of computing working time will be accepted, provided that it is used in such a manner that it will not result, over a period of time, in failure to compensate the employees properly for all time the employee has actually worked.

3.08 Employees who are absent from work due to approved FMLA or Workman's Compensation leave shall indicate the type of leave on their timecard, whether it be for paid or unpaid leave. In the event the time is due to workman's compensation, the employee should include the date of injury.

#### SECTION 4 - PAY CHECKS

4.01 Pay Schedule. Employees shall receive payroll, via direct deposit, on every other Friday. If a payday falls on a holiday, the employee will receive their payroll on the day prior to the holiday. Pay stubs shall be available for Highway employees by Thursday afternoon, prior to a scheduled Friday payday.

#### SECTION 5 - RECLASSIFICATION

5.01 The reclassification of an employee is the reassignment of a position from one (1) pay range to another to recognize a change in the duties and responsibilities of a position or to correct an error in the original assignment.

- A. A Department Head or non-represented employee may request a classification review from May 1<sup>st</sup> to May 31<sup>st</sup> each year.
- B. Employees requesting reclassification shall submit the request to their Department Head in writing along with a Job Description Questionnaire (JDQ) and recommended job description.
- C. A reclassification request by a Union employee shall be processed according to the collective bargaining agreement.
- D. All recommended employee reclassifications shall be submitted by the Department Head to the Personnel Director using the Justification For Upgrades Form. The Personnel Director may forward it to the consulting firm and then to the Executive Committee. Actions by the Executive Committee shall be forwarded to the Department Head in writing by the Personnel Director within sixty (60) days of the request. Any changes shall take effect January 1<sup>st</sup> of the year following the reclassification, unless changed by the Executive Committee any emergency reclassifications deemed necessary by the Personnel Director will be considered by the Executive Committee. *(A step increase will not be given to any reclassified position until the following year.) (adopted 5/18/2010)*
- E. When reclassified to a lower position, an employee's pay shall be changed to the rate of pay in the new salary range, which is closest to the current step without providing a decrease in pay. If the current rate of pay exceeds the maximum rate in the new salary range, the employee shall be red-circled.

#### SECTION 6 - ORIENTATION PERIOD

6.01 An employee is required to serve a sixty (60) day orientation period to get acquainted with the new job duties. If, during this period, either the Department Head, or Personnel Director or the employee believes the status change is not suitable, the employee may return or will be returned to the position formerly held. If the position has been filled or eliminated the employee shall be placed on lay-off status.

**CHAPTER FIVE: BENEFITS****SECTION 1 - FRINGE BENEFITS**

1.01 Fringe benefits participation is generally available to employees working an average of eighty five (85) hours or more per month per year. Union contract provisions governing union employees may differ from those eligibility standards and County contribution levels. Limited Term Employees (LTE) are covered under FICA, Unemployment Compensation, Workers' Compensation and Wisconsin Retirement, if they qualify. It is the employee's responsibility to notify the Personnel Director who will forward a copy to the Administrative Coordinator/Director of Finance Office within two (2) calendar weeks of all changes in address, marital status or if there has been a change in a dependents status that may affect any of the benefits offered by the County. Any of the benefits listed in the Personnel and General Administrative Policies are subject to change anytime at the County's discretion.

**SECTION 2 - HEALTH INSURANCE**

2.01 Regular full-time or part-time employees, and seasonal full-time employees, working an average of least eighty five (85) hours per month per year shall be eligible for health insurance coverage. On-call, seasonal part-time and LTE employees are not eligible for health insurance coverage.

- A. Any employee that participates in the County insurance shall take single insurance if they are the only person covered on the plan, and shall take family insurance if a spouse, dependent or both will be covered under the plan. Insurance coverage shall be effective the first (1<sup>st</sup>) day of the month following one (1) complete month of employment.
- B. In the event of a layoff, the health insurance can be continued until the end of the month following the month in which the layoff occurs. By law, health insurance will be continued for leaves of absence under the Family and Medical Leave Act.
- C. Upon the termination of County employment, health insurance coverage for employees with family or single coverage plans will be provided as required by law, under the Consolidated Omnibus Budget Reconciliation Act (COBRA).
- D. An employee who retires after ten (10) or more years of full-time employment with the County may remain in the group provided the retired employee pays the full premium in advance for the applicable coverage. Coverage for retirees or retirees' spouses who are over sixty five (65) years of age will be offered supplemental coverage designed to supplement federal Medicare benefits. These ages shall be changed to reflect any future amendments to the Federal laws governing the Social Security Administration.
- E. A spouse of a retired employee shall be eligible, subject to carrier approval and conditions, to purchase health insurance provided to current employees, relative to the unit last employing such retiree, as long as the spouse pays the premiums and any other associated costs so that there is no cost to the County, until the spouse becomes eligible for Medicare. However, should such retiree decease prior to the spouse attaining Medicare eligibility, the spouse shall be permitted the option to purchase County health insurance as required by State and Federal Law.

**SECTION 3 - DENTAL AND VISION INSURANCE**

3.01 The County offers both dental and vision insurance to employees. This is voluntary coverage and is paid one hundred percent (100%) by the employee. The County shall make no contributions to this coverage. Enrollment forms and coverage information is available in the Administrative Coordinator/Director of Finance office. New employees are eligible for enrollment at the start of their employment with the County. Insurance coverage shall be effective the first (1<sup>st</sup>) day of the month following one (1) complete month of employment. Existing employees may add or terminate coverage

only during the open enrollment period in December of each year. Notification will be provided to employee of the open enrollment period by payroll check insert.

#### SECTION 4 - LIFE INSURANCE

4.01 All employees who are eligible to participate in health insurance are also eligible to participate in the basic group life insurance and accidental death and dismemberment plan sponsored by the County. The County will pay one hundred percent (100%) of the premium for an employee to have a \$5000 life insurance policy. This is available for the employee only, no dependent or spouse coverage is offered on this plan.

4.02 The County also has a group life insurance plan available from Employee Trust Funds (ETF) for State and Local Governments pursuant with Chapter 40, Wisconsin Statutes. Once you have been an active member of the Wisconsin Retirement System (WRS) for at least six (6) months, you may enroll in the group life insurance program. There are four (4) coverage options, which include: Basic Plan, Supplemental Plan, Additional Plan, and Spouse and Dependent Plan.

4.03 The County offers a traditional whole life insurance plan to employees that work 20 hours or more per week as well as their spouses, dependent children and grandchildren. The plan is offered by Boston Mutual Life Insurance Company and the premium is paid 100% by the employee and is offered via a payroll deduction.

#### SECTION 5 - FLEX BENEFITS PLAN

5.01 Section 125 of the Internal Revenue Code (IRC), which authorizes Flexible Benefits Plans, allows employees to convert a taxable cash benefit (salary) into non-taxable benefits after they have been employed for thirty (30) days. Employees are eligible to enroll in the flexible benefits plan if they work a minimum of eighty five (85) hours per month per year. Under a Flexible Benefits Plan, an employee may choose to pay for certain qualified medical expenses before taxes are deducted from his paycheck. The below options are all voluntary and employees do not have to participate in the Flexible Benefits Plan. Employee may participate in none, one (1), two (2), or all three (3) of the plan options available. Any wages contributed to these plans are tax-free. Any wages contributed will decrease and employee's State, Federal and Social Security wages, in return the employee does not have to pay State, Federal, Medicare or FICA taxes on the contributions.

5.02 This plan is subject to change according to IRS changes.

#### SECTION 6 - RETIREMENT BENEFITS

6.01 Wisconsin Retirement System (WRS). An employee's eligibility and coverage is controlled by the regulations of the Wisconsin Retirement Fund and the applicable statutes.

#### SECTION 7 - DEFERRED COMPENSATION

7.01 Deferred Compensation is a program that permits an employee, through payroll deduction, to defer a portion of his salary on a regular basis that will be invested in a tax deferred retirement savings account. This program is voluntary and the employee pays one hundred percent (100%) of the contributions. The County will make no contributions to these accounts. The County has made available two (2) programs for employees to participate.

Enrollment forms are available in the Administrative Coordinator/Director of Finance Office or you can go to the above websites to enroll.

## SECTION 8 - SOCIAL SECURITY

8.01 All employees shall contribute to the Social Security Fund as required by Federal Law. Social Security contributions are at matching employee-employer rates and rates are subject to change.

## SECTION 9 - EMPLOYEE ASSISTANCE PROGRAM (EAP)

9.01 The County recognizes that a wide range of problems not directly associated with an employee's job function can have an impact on an employee's job performance. In many instances the employee will overcome these problems on their own or with supervisory assistance. When this is not the case, the County believes it is in the best interests of the employee, his family and the County to make available a service to deal with the problems of alcohol or drug abuse, personal problems, and marriage or family problems, to assist the employee in resolving the problem and restoring satisfactory job performance. This section does not govern drug or alcohol testing, or follow-up treatment or counseling, required by other programs such as those governing employees holding commercial driver's licenses.

9.02 The decision to seek assistance under the EAP is the responsibility of the individual employee. Department Heads may refer employees to EAP because of job performance problems as part of a recommendation to rectify the problem. In the case of a Department Head, the Personnel Director would make a referral to the EAP.

9.03 Employees or their families' participation in the EAP is voluntary. An employee or a family member of an employee who wishes to take advantage of this program should contact the EAP Provider.

9.04 Confidential and private handling of an employee's personal information associated with EAP will be honored in accordance with law. No one will be made aware of the employee's participation in the EAP unless authorized in writing by the employee. Private discussions an employee has with the EAP staff will not be disclosed to anyone, except when failure to disclose would likely result in an imminent threat of serious bodily harm to an employee or another person.

## SECTION 10 - WORKERS' COMPENSATION

10.01 Any employee who is absent from work due to work-related illness or injury, which absence is of sufficient duration to result in payment of Workers' Compensation, shall be paid per Wisconsin State Statutes.

## SECTION 11 - COBRA AND HIPAA COMPLIANCE

11.01 The County shall remain compliant, as required by law, with the Consolidated Omnibus Budget Reconciliation Act (COBRA), and the Health Insurance Portability and Accountability Act (HIPAA).

## CHAPTER SIX: LEAVES OF ABSENCE

## SECTION 1 - VACATION

- 1.01 This vacation schedule applies to all non-represented employees.
- Vacation accruals begin on the day of hire for all eligible employees.
  - The maximum amount of accrued vacation hours in an employee's bank at any one time may not exceed 200 hours.
  - Every employee must use 80 hours of vacation a year.
  - Every employee must use one consecutive block of 40 hours.
  - Regular part-time employees shall be eligible for paid vacation according to the following accrual schedule on all hours worked up to 80 hours in a two week pay period.

Years of Service	Prorated Vacation Hours per Year	Vacation accrued per work hour
0-6	80 Hours	.0384 hrs
7-12	120 Hours	.0577 hrs
13-19	160 Hours	.0769 hrs
20+	200 Hours	.0962 hrs

- Full-time employees shall accrue vacation based on the following schedule:

Years of Service	Vacation accrued per Year	Vacation accrued per pay period
0-6	80 Hours	3.077 hrs
7-12	120 Hours	4.616 hrs
13-19	160 Hours	6.154 hrs
20+	200 Hours	7.693 hrs

- Newly appointed, non-represented employees with seven (7) or more years of qualifying experience may be placed at the 120 hour level. Qualifying experience to be determined by the Personnel Director.

1.02 The 160 hour rate does not take effect until 13 years of service with Adams County.

1.03 Vacation time will be accrued and be available for use on a bi-weekly basis. Vacation may not be taken without prior approval of the Department Head or their designee.

1.04 An employee who moves from one position to another in the County by transfer, promotion or reassignment shall be credited with accumulated vacation leave in the new position.

1.05 Employees whose employment terminates as a result of resignation (where such employees have given the employer a minimum of ten (10) working days advance notice of resignation) layoff, death or retirement shall be paid for unused earned vacation. In case of death of an employee, it shall be paid to the immediate survivor, or if no immediate survivor, to the estate of the employee.

## SECTION 2 - HOLIDAYS AND FLOATING HOLIDAYS

2.01 Holidays. Each regular full-time employee shall be granted the following holidays off with pay:

- A. New Year's Day
- B. Friday before Easter - Spring Break Holiday
- C. Memorial Day
- D. Independence Day
- E. Labor Day

- F. Thanksgiving Day
- G. Day after Thanksgiving (except Highway Department employees)
- H. The last workday immediately preceding Christmas
- I. Christmas Day
- J. Any other holiday granted to a union employee by union collective bargaining agreement.

**2.02** If a holiday falls on Saturday, the preceding Friday is considered the holiday. If a holiday falls on Sunday, the following Monday is considered the holiday. In order to qualify for holiday pay, the employee must work the last regularly assigned work day before and the first regularly assigned work day after the given holiday, unless off due to an excused absence.

**2.03 Floating Holiday.** In addition to holidays, one (1) floating holiday shall be granted to all employees who have been employed by the County for three (3) or more years, on January 1<sup>st</sup>, following the third (3<sup>rd</sup>) year of employment. The floating holiday must be used during the calendar year in which it is earned or it shall be considered waived by the employee. There is no cash payout for the floating holiday upon termination.

### SECTION 3 - SICK LEAVE

**3.01 Accumulation.** All full-time employees shall earn one (1) day per month and accumulate up to twelve (12) days of sick leave per calendar year. Regular part-time non-union employees shall be pro-rated based upon the average number of hours in the employee's workweek. Total maximum accumulation of sick leave is one hundred eight (108) workdays. A day shall mean the number of hours in the employee's workday. All sick leave days shall be computed on the whole basis per the following formula depending on the date of hire:

- A. On or before the 16<sup>th</sup> - First (1<sup>st</sup>) day of month hired.
- B. On the 17<sup>th</sup> or after - First (1<sup>st</sup>) day of following month hired.

**3.02** Sick leave shall be construed as a form of insurance against a loss of income during a short-term illness rather than a free leave. Sick leave does not permit an employee the right to a certain number of days off each year with pay as does vacation or holiday pay. Accrued sick leave may be used for:

- A. Personal illness
- B. Bodily injuries
- C. Maternity or paternity
- D. Medical, dental, or optical appointments
- E. Attendance for the care of immediate family. Immediate family includes mother, father, spouse, son or daughter, including stepparents and stepchildren, and grandparents.
- F. Leaves shall be taken as provided by the Federal Family and Medical Leave Act and Wisconsin Family Leave Act. Contact the Personnel Director for more information.

**3.03** To use sick leave, employees should give the Department Head three (3) working days advance notice of appointments. Except when emergency conditions prevail, an employee must give notice to their Department Head or supervisor prior to the start of the employee's shift on the first (1<sup>st</sup>) day of absence, if possible to do so. If not possible to give prior notice, then notice shall be given as soon as practical.

**3.04 Eligibility.**

- A. Sick leave benefits shall begin with the first (1<sup>st</sup>) day of absence. Sick leave shall only be used if there is a minimum of one (1) hour of work missed and can only be used if the employee was scheduled to be at work.
- B. For employees claiming sick leave of more than three (3) days, the County shall require a doctor's certification of the employee's illness.
- C. Employees may be allowed to use sick leave if they become ill while on vacation. However,

a doctor's certificate to support this illness shall be required without request by the County.

**3.05** An employee who moves from one (1) position to another in the County by transfer, promotion, or reassignment shall be credited with accumulated sick leave credits in the new position.

**3.06** Upon layoff, retirement, resignation, or death (providing the retiring or resigning employee has given the County a minimum of ten (10) working days advance notice of such resignation), an employee shall receive, as a severance bonus, fifty percent (50%) of the sick leave accumulation he/she has in cash payout, not to exceed thirty (30) work days. Employees having fifteen (15) or more years of service with the County shall receive as their severance bonus payment of seventy five percent (75%) of the sick leave days he/she has accumulated, not to exceed sixty seven (67) workdays. If an employee fails to give a minimum of ten (10) working days advance notice of resignation, they shall receive no pay out of accrued sick leave.

#### SECTION 4 - PERSONAL LEAVE

**4.01** An Application for Leave of Absence Form for all personal leaves shall be completed and sent to the Personnel Director to be placed in the medical or personnel file.

**4.02** A full-time employee who is to be absent from his employment for any reason not otherwise provided for, must make application for non-paid leave of absence. The Department Head may grant a leave of five (5) consecutive workdays or less without further authorization. The Department Head shall discuss leaves of absence for more than five (5) consecutive workdays with the Personnel Director and the two shall agree on any acceptations. All leaves of absence shall be without pay under this Section, and shall be granted only after all other paid leave has been used. If a personal emergency occurs during the workday, employees shall make a reasonable attempt to contact their Department Head or supervisor before leaving work. If the Department Head or supervisor is not available, the employee shall notify the Personnel Director.

**4.03** If an employee is in an unpaid status for more than fifteen (15) days, and desires to continue health insurance coverage during the leave, the employee shall pay the premium in advance of the leave to the payroll clerk. There shall be no loss of seniority, but benefits do not accrue during the leave.

**4.04** Any personal leave meeting the requirements of the Wisconsin or Federal Family and Medical Leave Acts shall be counted as family and medical leave time under these statutes.

#### SECTION 5 - UNEMPLOYMENT COMPENSATION

**5.01** Employees are eligible for unemployment compensation benefits in accordance with the laws of the State of Wisconsin. All unemployment compensation information shall be provided by the Personnel Director.

#### SECTION 6 - FAMILY AND MEDICAL LEAVE

**6.01** Family and medical leaves are available to employees as specified below or as may be provided under other existing policies or agreements. The intent of this policy is to comply with both the Wisconsin and Federal Family and Medical Leave Acts. Should this policy conflict in any way with the applicable federal and state statutes or regulations, then the statutes or regulations shall control.

**6.02 General Requirements.**

- A.** Eligibility and Length of Leave: Family & Medical Leave refers to unpaid family, care-taking and medical leave for eligible employees. Eligible employees may be able to take unpaid family, care-taking or medical leave under Federal and/or State law.



Wisconsin law allows employees who have worked at least 1,000 hours in the past 52 weeks to take leave in a calendar year.

1. Up to 6 weeks of family leave during any 12 month period for the birth or adoption of a child. This leave must begin and end within 16 weeks of the birth or adoption of a child.
2. Up to 2 weeks of family leave during any 12 month period to care for a child, spouse, domestic partner, parent, or parent of a domestic partner suffering from a serious health condition.
3. Up to 2 weeks of medical leave during any 12 month period for an employee to care for his/her own serious health condition.

B. Federal law allows employees who have worked at least 1,250 hours and 12 months to take up to 12 weeks of leave in a year, which is calculated in one of four ways prescribed by federal law, for one or more of the following reasons:

1. Family leave for the birth of an employee's child or because of the placement of a child with the employee for adoption or foster care.
2. Family leave to care for a child, spouse or parent suffering from a serious health condition.
3. Medical leave for an employee to care for their own serious health condition.
4. Due to any qualifying exigency arising out of the fact that a covered military member is on active duty or called to active duty status in support of a contingency operation.

C. Time Allowed: Time allowed under County policies and agreements and also under Federal and State Statutes is to be used concurrently and not consecutively. For example, County sick leave used for the birth of a child also qualifies as birth or placement leave under the state and federal laws and, therefore, is also deducted from an employee's leave entitlement under the state and federal laws.

D. Definitions:

1. "Serious health condition" is defined as a disabling physical or mental illness, injury, impairment, or condition involving any of the following:
  - a. Inpatient care in a hospital, nursing home, hospice, or residential medical facility.
  - b. Outpatient care that requires continuing treatment or supervision by a health care provider.
2. A "qualifying exigency" is defined as the following:
  - a. Short-notice deployment.
  - b. Military events and related activities.
  - c. Childcare and school activities.
  - d. Financial and legal arrangements.
  - e. Counseling.
  - f. Rest and recuperation.
  - g. Post-deployment activities.
  - h. Additional activities not encompassed by any of the above, but agreed to by the employer and employee.
3. A "covered military member" means the employee's spouse, son, daughter, or parent on active duty or called to active duty status.
4. A "domestic partner" means either of the following:
  - a. "Registered domestic partners" are two individuals who have registered their domestic partnership with the Register of Deeds in their county of residence and meet the following criteria:
    1. The individuals must be at least 18 years of age and capable of consenting to a domestic partnership;
    2. Neither individual in the domestic partnership may be married to, or in a domestic partnership with, another individual;
    3. The individuals must share a residence;
    4. The individuals must not be more closely related than second cousins; and
    5. The individuals must be of the same gender.

b. "Nonregistered domestic partners" are two individuals, whether the same or opposite genders, who have not registered their domestic partnership and meet the following criteria:

1. The individuals must be at least 18 years of age and capable of consenting to a domestic partnership;
2. Neither individual in the domestic partnership may be married to, or in a domestic partnership with, another individual;
3. The individuals must share a residence;
4. The individuals must not be related by blood in a way that would prohibit marriage under Wis. Stat. § 765.03;
5. The individuals must consider themselves to be members of each other's immediate family; and
6. The individuals must agree to be responsible for each other's basic living requirements.

5. "Week" means five eight hour work days of leave for purposes of calculating intermittent or partial leave.

6. For each work day or work week in which an employee works fewer than the regularly scheduled hours by using intermittent or partial leave, the specific amount taken will be deducted for purposes of computing leave taken and leave remaining.

7. "In loco parentis" means having day-to-day responsibilities to care for and financially support a child with whom one has no biological or legal relationship.

8. Calendar year refers to the months of January through December.

#### 6.03 Birth or Placement Leave.

A. Unpaid birth or placement leave may be used within 16 weeks before, or within 12 months following the birth of the employee's natural child, the placement of a child with the employee for adoption, or the placement of a child with the employee for 24-hour foster care that is made by or with agreement of a licensed child welfare agency or County Social Services/Human Services Department.

B. In a calendar year, no employee may take more than 12 weeks of birth or placement leave. In addition, no more than 12 weeks leave can be taken for the birth of any one child. If both the mother and father of a child are employed by the County, they are entitled only to a combined total leave of 12 weeks.

C. An employee may substitute a maximum of six weeks accrued paid sick leave or other accrued leave for the first six of the otherwise unpaid 12 week period, provided the first six weeks occur within a period of 16 weeks before to 16 weeks after the birth or placement. After the first six weeks, county policy requires that any paid vacation, floating holiday or compensatory leave time be used prior to unpaid leave for part or all of the remaining leave period. No substitution of accrued paid sick leave is permitted for foster care placement.

D. An employee must submit a written request for birth or placement leave not less than 30 days before the leave is to commence and must schedule the leave after reasonably considering the County's needs. If the date of the birth, adoption or foster care placement requires leave to begin sooner, the employee shall provide notice as soon as possible. The employee shall identify if and what type of paid accrued leave the employee intends to substitute as provided under the law. All of the notification requirements are included on the Medical Certification form available from the Personnel Department.

E. For the first six weeks, an employee may take birth or placement leave as an intermittent or partial absence in employment in increments of no less than one-half hour, or as allowed by union agreement. An employee who does so shall schedule the intermittent or partial absence so it does not unduly disrupt the County's operations. To comply with this requirement, an employee must provide the County, in writing, with the proposed schedule of intermittent or partial absences no less than two weeks before the schedule of absences is to begin. The schedule must be sufficiently explicit so that the County is able to schedule

replacement employees, if necessary, to cover the absences. Intermittent or partial leave must conclude within sixteen weeks following the birth, adoption or foster placement of a child. The remaining period of up to six weeks must be taken in a single block, but exceptions may be granted.

F. The employee must provide medical certification as required in (6.06) below.

#### 6.04 Family Illness Leave.

A. Unpaid family illness leave may be used to care for an individual, who has a serious health condition and is the employee's:

1. Spouse
2. Biological, adopted or foster child
3. Child for which the employee stands "in loco parentis"
4. Biological parent or parent who stood "in loco parentis" to employee
5. Spouse's parent
6. Domestic partner
7. Domestic partner's parent

B. In a calendar year, no employee may take more than 12 weeks of family illness leave for the employee's spouse, child or parents. A maximum of two weeks of family illness leave may be taken for a spouse's parent, domestic partner or a domestic partner's parent.

C. An employee may substitute a maximum of two weeks accrued paid sick leave or other accrued leave for the first two weeks of the otherwise unpaid 12 week leave period. After the first two weeks, county policy requires that any paid vacation, floating holiday or compensatory leave time be used prior to unpaid leave for part or all of the remaining leave period.

D. An employee must consider the needs of the County when scheduling family illness leave. If an employee intends to use family illness leave for planned medical treatment or supervision of a family member, as defined above, the employee must do the following:

1. Give the County two weeks advance written notice of the intent to take such leave, the reason for the leave, and the planned dates of the leave. This requirement may be waived in emergency situations. The employee shall also identify if and what type of paid accrued time the employee intends to substitute as provided under the law.
2. Schedule medical treatment or supervision so that it does not unduly disrupt the County's operations. Provide the County with a proposed schedule for the leave with reasonable promptness after the employee learns of the probable necessity of the leave. The schedule must be sufficiently explicit so that the County can schedule replacement employees, if necessary.
3. Provide the required medical certification as required in, (6.06) below.

E. When medically necessary, an employee may take family illness leave as an intermittent or partial absence from employment in increments of no less than one-half hour, or as allowed by union agreement. An employee who does so shall schedule the intermittent or partial absence so it does not unduly disrupt the County's operations. To comply with this requirement, an employee must provide the County, in writing, with the proposed schedule of absences with reasonable promptness after the employee learns of the probable necessity of such leave.

#### 6.05 Employee Medical Leave.

A. Unpaid medical leave may be used by an employee who has a serious health condition which makes the employee unable to perform his or her job duties. An employee may choose that any paid accrued leave be substituted for part or all of the otherwise unpaid 12 weeks leave. After the first two weeks, the County requires that any paid vacation, floating holiday or compensatory time be used prior to unpaid leave for part or all of the remaining unpaid leave. No employee may take more than 12 weeks of unpaid medical leave in a calendar year.

- 1 B. An employee may schedule medical leave as medically necessary. If an employee intends  
2 to use the medical leave for a planned medical treatment or supervision, the employee  
3 must:  
4 1. Give the County two weeks written advance notice of the intent to take a leave, the  
5 reason for the leave, and the planned dates of leave. This requirement may be waived  
6 in emergency situations. The employee shall also identify if and what type of paid  
7 accrued leave the employee intends to substitute as provided under the law.  
8 2. Schedule the medical treatment or supervision so that it does not unduly disrupt the  
9 County's operations. Provide the County with a proposed schedule for the leave with  
10 reasonable promptness after the employee learns of the probable necessity of the leave.  
11 The schedule must be sufficiently explicit so that the County can schedule replacement  
12 employees, if necessary.  
13 3. Provide the required medical certification as required in (6.06) below.  
14 C. When medically necessary, an employee may take employee medical leave as intermittent  
15 or partial absences from employment in increments of no less than one-half hour, or as  
16 allowed by union agreement. An employee who does so shall schedule the intermittent or  
17 partial absence so that it does not unduly disrupt the County's operations. To comply with  
18 this requirement, an employee must provide the County, in writing, with the employee's  
19 proposed schedule of intermittent or partial absences with reasonable promptness after the  
20 employee learns of the probable necessity of such leave.

21  
22 **6.06 Medical Certification.**

- 23 A. If an employee requests leave under this policy, the employee must obtain a Medical  
24 Certification form from the Personnel Department. This form must be completed by the  
25 employee and the health care provider treating the family member or employee. In the case  
26 of placement for adoption or foster care, a copy of the legal documentation attached to the  
27 Medical Certification form will substitute for the health care provider's certification.  
28 B. If requirements for certification are not completed, the County may deny the leave. The  
29 County may request a second health care provider's opinion and/or periodic recertification  
30 at the County's expense.  
31

32 **6.07 Insurance and Benefits.**

- 33 A. While an employee is on approved paid leave, benefits continue as if the employee  
34 remained at work. While an employee is on approved unpaid leave, the County will  
35 maintain group health insurance under the conditions that applied before the leave began,  
36 and the employee will make arrangements to pay the employee's portion of the health  
37 insurance premium and the full premium for life and dental insurance during the term of the  
38 unpaid leave. The County's obligation to maintain health insurance benefits will terminate  
39 if and when an employee informs the County of an intent not to return to work at the end of  
40 the leave period, if the employee fails to return to work when leave entitlement is depleted,  
41 or if the employee fails to make any required payments while on leave.  
42 B. If the employee does not return to work after the leave entitlement has been exhausted, the  
43 County has the right to recover the health insurance premiums paid on behalf of the  
44 employee during a period of unpaid leave. An employee must return to work for at least  
45 thirty calendar days in order to be considered to have "returned" to work.  
46

47 **6.08 Return from Leave.**

- 48 A. An employee returning from employee medical leave is required to obtain medical  
49 certification from the health care provider that the employee is able to resume work.  
50 B. An employee returning from leave as provided under this policy can return to his or her  
51 prior position if vacant at the time the employee returns to work. If the position is no  
52 longer vacant, the employee shall be offered an equivalent position with equivalent  
53 benefits, pay, and other terms and conditions of employment.

- C. An employee may return to work prior to the scheduled end of the leave. The employee shall be returned to his or her prior position or an equivalent position within a reasonable time after the request to return to work early is made.

**6.09 Interpretation.** Any questions regarding Family and Medical Leave use and/or interpretation should be directed to the Human Resources Department for clarification.

## SECTION 7 - MILITARY CAREGIVER LEAVE

Federal law allows eligible employees who are family members of covered service members to take up to 26 workweeks of leave in a single 12-month period to care for a covered service member with a serious illness or injury incurred in the line of duty on active duty.

"Family members of a covered service member" include the spouse, son, daughter, or parent, or next of kin of a covered service member. A "son or daughter of a covered service member" means the covered service member's biological, adopted, or foster child, stepchild, legal ward, or a child for whom the covered service member stood in loco parentis, and who is of any age. A "parent of a covered service member" means a covered service member's biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the covered service member. This term does not include parents "in law." The "next of kin of a covered service member" is the nearest blood relative, other than the covered service member's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the service member by court decree or statutory provisions; brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made, and there are multiple family members with the same level of relationship to the covered service member, all such family members shall be considered the covered service member's next of kin and may take FMLA leave to provide care to the covered service member, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered service member's only next of kin. For example, if a covered service member has three siblings and has not designated a blood relative to provide care, all three siblings would be considered the covered service member's next of kin. Alternatively, where a covered service member has a sibling(s) and designates a cousin as his or her next of kin for FMLA purposes, then only the designated cousin is eligible as the covered service member's next of kin. An employer is permitted to require an employee to provide confirmation of covered family relationship to the covered service member.

A "covered service member" is defined as a current member of the Armed Forces, including a member of the National Guard or Reserves, or a member of the Armed Forces, the National Guard or Reserves who is on the temporary disability retired list, who has a serious injury or illness incurred in the line of duty on active duty for which he or she is undergoing medical treatment, recuperation, or therapy; or otherwise in outpatient status; or otherwise on the temporary disability retired list. Eligible employees may not take leave under this provision to care for former members of the Armed Forces, former members of the National Guard and Reserves, and members on the permanent disability retired list.

The "single 12-month period" begins on the first day the eligible employee takes FMLA leave to care for a covered service member and ends 12 months after that date, regardless of the method used by the employer to determine the employee's 12 workweeks of leave entitlement for other FMLA-qualifying reasons. If an eligible employee does not take all of his or her 26 workweeks of leave entitlement to care for a covered service member during this "single 12-month period," the remaining part of his or her 26 workweeks of leave entitlement to care for the covered service member is forfeited. A "serious injury or illness" means an injury or illness incurred by a covered service member in the line of duty on active duty that may render the service member medically unfit to perform the duties of his or her office, grade, rank or rating.

An eligible employee is entitled to a combined total of 26 workweeks of leave for any FMLA-qualifying reason during the "single 12-month period," provided that the employee is entitled to no more than 12 weeks of leave for one or more of the following: because of the birth of a son or daughter of the employee and in order to care for such son or daughter; because of the placement of a son or daughter with the employee for adoption or foster care; in order to care for the spouse, son, daughter, or parent with a serious health condition; because of the employee's own serious health condition; or because of a qualifying exigency. Thus, for example, an eligible employee may, during the "single 12-month period," take 16 weeks of FMLA leave to care for a covered service member and 10 weeks of FMLA leave to care for a newborn child. However, the employee may not take more than 12 weeks of FMLA leave to care for the newborn child during the "single 12-month period," even if the employee takes fewer than 14 weeks of FMLA leave to care for a covered service member.

## SECTION 8 - RETURN TO WORK PROGRAM

8.01 The Return to Work Program provides for the early return to work for employees who suffer an illness or injury that prevents them from performing their normal duties. It is in the best interest of both the employee and the County that the return to work be arranged as soon as possible. Prior to the employee returning, the County Job Assessment Form shall be completed by the Department Head and the County Return to Work Form needs to be completed by the employee's attending physician. These forms are available in the Personnel Department and shall be returned to the Personnel Director upon completion. This program offers an employee the opportunity to return to work within their medical restrictions, as identified by the employee's attending physician on the Job Assessment Form. The Personnel Director, along with the employee's Department Head, shall determine work availability. Transitional work assignments will be reviewed within the employee's Department and if nothing is available or appropriate, other Departments may be considered, on a case-by-case basis. The Personnel Director shall coordinate with other Departments to identify projects, tasks and the physical requirements of each that could be performed by the employee.

## SECTION 9 - BEREAVEMENT LEAVE

9.01 In the event of a death in the immediate family or your spouse's immediate family of a regular full-time or regular part-time employee, including probationary employees, such employee will be paid for the time off necessary to make arrangements for the funeral or to attend a funeral as provided in this Section. An employee may be required to furnish verification providing the basis for the leave. All bereavement leave shall be taken within a week of the funeral.

- A. Five (5) consecutive workdays for employee's spouse, parent or children.
- B. Three (3) consecutive workdays for employee's brother, brother-in-law, sister, sister-in-law, mother-in-law, father-in-law, son-in-law, daughter-in-law, stepparent, stepchild, grandparent, grandchild or other members of immediate household.
- C. One (1) workday in the event of the death of another near relative, such as an, uncle, great-uncle, aunt, great-aunt, niece, great-niece, nephew, or great-nephew or if the employee is called upon to be pallbearer or to participate in a military funeral.

9.02 All employees shall receive one-half ( $\frac{1}{2}$ ) day funeral leave with full pay for the funeral of a fellow employee. "Fellow employee" is defined as someone employed in the same department or office as the person taking funeral leave. Department Heads may permit employees, other than fellow employees of deceased County employee, two (2) hours leave to attend the decedent's funeral. Department Heads shall not, however, close their offices during such two (2) hour period unless the decedent worked in conjunction with such department or office on a regular basis.

## SECTION 10 - CATASTROPHIC LEAVE

10.01 An employee is eligible to receive catastrophic leave pursuant to this policy in the event of the death of an immediate family member (defined as spouse, child, stepchild, parent or step-parent) or for

serious health conditions of an immediate family member. In an event of an employee's death, the beneficiary may apply for catastrophic leave. To be eligible for the County Catastrophic Leave Program for a serious health condition, the affected employee must also apply and be approved for the Family and Medical Leave Act. In exceptional circumstances an employee may request a waiver of the 1250 hour FMLA requirement for hours worked within the past twelve (12) months.

10.02 Any County employees may donate a maximum of five (5) sick leave days to eligible employees for catastrophic leave. Eligible employees may receive a maximum of forty (40) days in donations of sick leave per occurrence of catastrophic leave eligibility. Regular part-time employees are eligible to donate and receive sick leave, but may not increase any hours or benefits by such use. Temporary employees and LTE employees are not eligible for the program.

10.03 A serious health condition is defined for this Policy to be the same definition as under the Federal Family and Medical Leave Act.

10.04 Employees who wish to apply for Catastrophic Leave shall complete a Catastrophic Leave Application. Once completed, the form shall be submitted to the Personnel Director for approval with notification to the Department Head. Once approved the form will be provided to the Administrative Coordinator/Director of Finance Office, which will make a written announcement or solicitation for donations. The announcement shall be placed on all official county bulletin boards for a period of ten (10) workdays.

10.05 Any employee that wants to donate sick leave must complete a Catastrophic Leave Donation Form. Once completed, the form shall be returned to the Administrative Coordinator/Director of Finance Office. Employee donations of sick leave time must be in whole day increments, cannot exceed five (5) days per donation, and cannot decrease the donor employee's sick leave balance to less than ten (10) days.

10.06 Donated sick leave transfers will be accepted on a first in, first used basis as determined by receipt of the authorization at the Administrative Coordinator/Director of Finance Office. Forms received after the maximum donations have been received will be returned to the donor with an appropriate explanation.

10.07 Donors should be made aware that donated time will be reflected on their official leave balances during the same pay period is actually credited to the recipient's account.

#### SECTION 11 - MILITARY LEAVE

11.01 Military leaves of absence will be handled according to Federal and/or State laws. Employees on bona fide military leave shall be permitted to utilize accumulated compensatory time for a period of military training up to a maximum of fourteen (14) days per year. The employee shall provide a written copy of his military orders to his Department Head and the Personnel Director, who shall further verify the employee's accrued time status.

#### SECTION 12 - JURY DUTY LEAVE

12.01 During any period of jury service, the employee will receive pay from the County equal to his regular hours of service, not to exceed his normally scheduled hours for the day. All compensation fees received for jury duty by the employee shall be given to the County Treasurer.

## SECTION 13 - SUBPOENA LEAVE

13.01 An employee is given time off with pay when subpoenaed by the County to appear before a court, public body or commission in connection with County business. Any witness fees received, less travel allowance, shall be returned to the County Treasurer.

## SECTION 14 - DEPARTMENT HEAD TIME OFF

14.01 Department Heads who will be out of the area, or are unavailable at their home phone for three (3) or more days, shall contact the Personnel Director, Chair of their Home Committee and the Administrative Coordinator/Director of Finance in writing, or by email, to inform them of the dates the Department Head will be out of the area, the phone number where they can be reached, cell phone or pager number if available, and the name and phone number of the person responsible for the Department in their absence.



**CHAPTER SEVEN: EMPLOYEE DISCIPLINE AND DISCHARGE****SECTION 1 - COMMUNICATION AND COMPLAINT**

1.01 All communications and complaints that may result in employee discipline shall be made to the Personnel Director in writing.

**SECTION 2 - DISCIPLINE AND DISCHARGE**

2.01 Actions that may result in Discipline or Discharge. Nothing in this policy is to be construed as establishing a "just cause" standard for discipline of employees. Listed below are examples of behaviors or actions, which, in the absolute discretion of the County, may result in discipline or discharge. The listing provided below is illustrative, and is not intended to be all-inclusive.

- A. Incompetence or inefficiency in the performance of duties;
- B. Any unlawful manufacturing, distributing, dispensing, possessing, having a blood alcohol concentration of above .00, (absolute sobriety) or with a detectible amount of restricted control substance in the workplace. This Policy, however, does not prohibit an employee from ingesting a legally obtained prescription drug that was legally issued to the employee or if authorized by the Department Head for undercover work;
- C. Insubordination or failure to perform duties as instructed;
- D. Willful and intentional refusal to perform work assignment, or to follow orders of supervisor;
- E. Arguing, verbal abuse or assault of a County Board Supervisor, Department Head, Supervisor, co-worker, or member of the general public;
- F. Intentionally fail or refuse to perform a known mandatory, non-discretionary, administrative duty of his office or employment within the time or in the manner required by law;
- G. Perform an act which he knows is in excess of his lawful authority or which he knows is forbidden by law to do in his official capacity;
- H. Whether by act of commission or omission, exercise a discretionary power in a manner inconsistent with the duties of his office or employment or the rights of others and with intent to obtain a dishonest advantage for himself or another;
- I. Make an entry in an account or record book or return, certificate, report or statement of which in a material respect, he intentionally falsifies;
- J. Carelessness and negligence in the handling or control of County property or theft or the unauthorized appropriation of property for their own use;
- K. Careless or sloppy work resulting in poor quality, or concealing defective work;
- L. Use of offensive or abusive language, discourteous, insulting, abusive or inflammatory conduct toward a County Board Supervisor, Department Head, Supervisor, co-worker, or member of the general public;
- M. Tardy or absent from work without permission or proper notification;
- N. Excessive unscheduled absences or abuse of sick leave privileges;
- O. Soliciting, accepting or offering bribes as prohibited;
- P. Dishonesty in performance of duties;
- Q. Willful falsification of a timecard or records;
- R. Sleeping during working hours;
- S. Leaving job without permission;
- T. Violation of County or Department Policies;
- U. Engaging in illegal discrimination of the public, employer or fellow employee;
- V. Engaging in harassment as set forth in Chapter 3 of the Personnel and General Administrative Policies;
- W. Unauthorized release of information required to be kept confidential by Federal Law, Wisconsin Statutes, Administrative Rules or Regulations, or by County Policy;
- X. If an employee is a caregiver whose employment is covered by Federal or State Law, or Department of Health and Family Services Rules and required by §48.685 and §50.065,

Wisconsin Statutes, then conviction of a serious crime as defined under those laws, will be a violation of County policies;

Y. Determination made that the employee has abused or neglected a client or child or to have misappropriated a client's property delineated by Federal Law, Wisconsin Law, or Department of Health and Family Services Rules and as required by §48.685 and 50.065, Wisconsin Statutes;

Z. Gambling on County property;

AA. Unavailability for work because of incarceration;

BB. Fighting or creating a disturbance among co-workers;

CC. Making false or malicious statements with the intent to harm or destroy the reputation, authority or official standing of an individual or organization

**2.02 Disciplinary Procedure.** Discipline shall be applied to all County employees for violation of the Personnel and General Administrative Policies, or other reasonable work standards not specifically defined herein, but only after Department Head consults with the Personnel Director or in their absence the Corporation Counsel. As part of the disciplinary process, the County shall conduct an adequate investigation, prepare a list of potential violations, provide a copy to the employee for comment, and meet with the employee, and his union representative if applicable, to discuss the allegations and the response. While the following sequence of discipline is normally administered, the Personnel Director and Corporation Counsel will exercise the appropriate measure of discipline.

A. **First (1<sup>st</sup>) offense - Verbal Reprimand.** The employee will be given a verbal reprimand in private. The Department Head or immediate supervisor shall give the employee the reason for being disciplined and also the manner in which the employee shall correct his problem in the future. A letter shall be given to the Personnel Director and placed in the employee's official personnel file with the signatures of both, the Department Head or immediate supervisor and the employee receiving the reprimand. The letter shall include the date and time of the reprimand, state that this was a verbal reprimand, the reason for the discipline, and include what shall be done to correct the problem in the future.

B. **Second (2<sup>nd</sup>) offense - Written Reprimand.** The employee shall be given a written reprimand with a copy given to the Personnel Director to be placed in the employee's official personnel file. The written reprimand shall be signed by the Department Head or immediate supervisor and by the employee who is acknowledging receipt. A copy shall be provided to the employee and this will list the rule or policy broken and a manner to improve performance.

C. **Third (3<sup>rd</sup>) offense - Suspension/Demotion.** The employee may be suspended with or without pay, or demoted, by the Department Head, upon prior approval by the Personnel Director and Corporation Counsel. The Personnel Director will send a letter to the suspended or demoted employee, notifying them of the action taken and place a copy of the letter in the employee's personnel file.

D. **Fourth (4<sup>th</sup>) or additional, offense - Termination.** The employee may be terminated by the Department Head upon prior approval by the Personnel Director. The Personnel Director shall notify the Chair of the Home Committee of the termination. The Personnel Director will send a letter to the terminated employee notifying them of the action taken and place a copy of the letter in his/her official personnel file. The Personnel Director will inform the Executive Committee of terminations.

**2.03 Department Head Discipline.** Unless WI Statutes directs otherwise, in situations involving Department Heads, the Personnel Director or the Corporation Counsel shall administer disciplinary procedures as outlined in this section regarding first and second offense or Sec. 59.26 Wisconsin Statutes. The Personnel Director or Corporation Counsel shall address the Home Committee prior to discipline. Upon notification from the Personnel Director of a third and fourth offense disciplinary procedures shall be administered by the Home Committee and then the County Board in consultation with the Personnel Director and Corporation Counsel.

1 **2.04 Administrative Coordinator/Director of Finance, Personnel Director, and Corporation**  
2 **Counsel Discipline.** Unless otherwise directed by the Wisconsin Statutes, in situations involving the  
3 Administrative Coordinator/Director of Finance, the Personnel Director, or the Corporation Counsel, the  
4 Executive Committee Chair shall conduct all disciplinary investigations and administer any disciplinary  
5 action in consultation with the Executive Committee and County Board.

### 6 7 SECTION 3 – RESIGNATIONS & TERMINATIONS 8

#### 9 **3.01 Resignation Notice.**

- 10 A. Employees wishing to resign in good standing shall give written notice to the Department  
11 Head not less than ten (10) business days before such resignation shall be effective. The  
12 Department Head shall provide written notice of the resignation to the Personnel Director.  
13 When a resignation notice is received, it shall be accepted by the Department Head and shall  
14 be final unless reversed by the Department Head and the Personnel Director.
- 15 B. Department Heads, supervisors, managers, and professional employees shall give thirty (30)  
16 calendar days written resignation notice to the Personnel Director, with a copy to the  
17 Administrative Coordinator/Director of Finance and the Home Committee Chair. When a  
18 resignation notice is received it shall be accepted by the Personnel Director and shall be final  
19 unless reversed by the Home Committee Chair.
- 20 C. Failure to give the minimum notice of resignation listed above shall cause forfeiture of fringe  
21 benefits otherwise available to the employee including, but not limited to, accrued vacation,  
22 sick leave and floating holidays. If proper notice is given, resignation pay consisting of all  
23 accrued vacation and eligible sick leave will be included in the last check of the employee.  
24 Unauthorized absence of an employee for three (3) consecutive workdays may be considered  
25 a resignation of such employee.

26  
27 **3.02 Notification of Termination/Resignation.** When notified that an employee is leaving, the  
28 Personnel Director shall be responsible for notifying the Administrative Coordinator/Director of Finance  
29 Office in writing of the employee's resignation/termination within two (2) work days. The MIS Director  
30 shall be notified immediately, in order to remove access to County computers and systems at the  
31 appropriate time.

32  
33 **3.03 Payout.** Employees who resign, retire, or are discharged shall be paid in full by no later than the  
34 date on which the employee regularly would have been paid under the County's established payroll  
35 schedule. In case of the death of an employee, the full amount of wages due shall be paid to the spouse,  
36 children, or other dependent living with such employee at the time of the death.

37  
38 **3.04 Exit Interview.** An Exit Interview shall be conducted with full-time employees who are  
39 separating from County employment regardless of their length of service, position or circumstances of  
40 separation. The Personnel Director shall conduct an Exit Interview prior to the time the employee  
41 separates from County employment. The Exit Interview is used to gain insight into the effectiveness of  
42 County personnel and managerial practices, to determine where policies and procedures are in need of  
43 review or revision, and where supervisory or managerial practices need modification or improvement.  
44 Employees are requested to complete the Exit Interview Form and return it to the Personnel Director. A  
45 summary of comments will be provided to the Department Head and Home Committee.

46  
47 **3.05 Return of County Property.** Employees leaving County employment shall return all  
48 identification card, keys to all County property, all materials and equipment that belongs to the County to  
49 the Department Head on or before the last day of work. Failure to return County property may result in  
50 prosecution. Any employees transferring from one (1) County Department to another shall return all  
51 keys, material, and equipment to the Department Head prior to beginning the new position.  
52

P48

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SECTION 4 - LAYOFFS

4.01 Layoffs. Employees may be laid off by action of the Department Head in conjunction with the Home Committee with the notification to the Personnel Director.

## CHAPTER EIGHT: BUDGETING AND ACCOUNTING POLICIES

## SECTION 1 - GOVERNMENTAL ACCOUNTING PRINCIPLES

**1.01 Purpose.** Basic accounting concepts and principles as they relate to governmental accounting in general shall be followed by all departments. Adams County is independently audited each year. The County is wholly responsible for the receipt and expenditure of all funds regardless of revenue source (i.e. federal, state, tax levy, donations, grants, etc.).

**1.02 Fund Accounting.** An independent fiscal and accounting entity with a self balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with regulations, restrictions or limitations".

**1.03 Types of Funds.** The following is a description of each major category of funds or account groups used in Adams County.

**A. Governmental Funds:**

1. **General Fund.** (100) Accounts for resources devoted to financing the general services, such things as general administration, protection of life, property and similar broad services and is primarily funded by county tax levy.
2. **Special Revenue Fund.** (200) Accounts for the proceeds of specific revenues sources (other than major capital projects) that are legally restricted to expenditures for specified purposes.
3. **Debt Service Fund.** (300) Accounts for the accumulation of resources for, and the payment of, general long-term debt principal, interest and related costs.
4. **Capital Projects Fund.** (400) Accounts for financial resources to be used for the acquisitions or construction of major capital facilities (other than those financed by proprietary funds or special revenue funds).

**B. Proprietary Funds.**

1. **Enterprise Fund.** (600-700) The enterprise fund is used to account for operations:
  - a. That are financed and operated in a manner similar to private business enterprises where the intent is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges, or
  - b. Where the County has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriated for capital maintenance, public policy, management control, accountability or other purposes.
2. **Internal Service Fund.** Accounts for the financing of goods or services provided by one department to other departments of the County, or to other governmental entities on a cost reimbursement basis.
3. GASB 34 Rules may require alternate classification for certain reports from governmental accounting standards.

**C. Fiduciary Funds.**

1. **Trust and Agency Funds.** Accounts for assets held by the County in a fiduciary capacity as trustee, custodian or agent for individuals, other governmental units and non-public organizations.

**D. Fixed Assets and Long-term Liabilities Account Groups.**

1. **Fixed Assets.** Fixed assets are accounted for in individual funds using object codes in the 900 range. (Account codes #18300 – 18890) All fixed assets are valued at historical cost, or estimated historical cost if actual historical cost is not available. Donated fixed assets are valued at their estimated fair value on the date donated.

P50

GASB 34 requires governmental entities to report all capital assets, including infrastructure, in the government-wide statement of net assets and will also require the reporting of depreciation expense.

2. **Long-term Liabilities.** Long-term liabilities are not records in the general ledger and are only reported in the notes section of the annual audit financial report.

## SECTION 2 - ACCOUNTING POLICIES

**2.01 Appropriation and Revenue Control Policy.** Department Heads are responsible for their respective departments' expenditures and revenues in comparison to the budget. The Administrative Coordinator/Director of Finance will report monthly to the Administrative & Finance Committee all deviations from budgeted line items. The Administrative Coordinator/Director of Finance shall approve over expenditures in expense lines, and shall be notified of any unrealized revenues and report to the Administrative Finance Committee. Budget reviews are used to control appropriations. They are also used to monitor that revenues of the County are realized in a timely manner in accordance with budget expectations.

**2.02 Method of Performing Review.** Actual accounting expenditures and revenues are compared to the planned budget level to determine problem areas. If a problem exists and the Department Head is required to prepare a written corrective plan to resolve or alleviate the problem. The Administrative Coordinator/Director of Finance shall approve the corrective plan and forward it to the Home Committee and Administrative & Finance Committees.

**2.03 Capital Costs.** Capital costs are expenses for fixed assets such as land, land improvements, building and equipment. The County capitalization thresholds, to comply with GASB Statement #34, are as follows:

	Tracking and Inventory	Capitalize and Depreciate
Land	\$1	Capitalize only
Land Improvements	\$1	\$5000
Building	\$1	\$5000
Building Improvements	\$1	\$5000
Construction in Progress	\$1	Capitalize only
Machinery and Equipment	\$1000	\$5000
Vehicle	\$1000	\$5000
Infrastructure	\$5000	\$5000

Fixed assets are required to be reported on a government's balance sheet. Fixed assets with short useful lives and small monetary value are reported as an "expense" in the period in which they are acquired. Fixed asset costs are expensed annually by depreciation expense, which is amortized over the useful life of the assets using the straight-line depreciation method.

## SECTION 3 - BUDGET PROCESS

**3.01 Budget.** The budget is a legal document used to monitor financial resources establishing the limit on spending and the amount of anticipated revenue to be realized. It establishes the amount of taxes to be levied and apportioned to municipalities and represents the financial plan for operating. The County Board adopts the budget annually in November.

### 3.02 Budget Procedures.

- A. Departments shall notify the MIS Director of all technology requests within the deadline established by the MIS Department. Any requests over \$5,000 will require at a minimum, a meeting with the Department Head, MIS Director.

- B. Each department will receive a budget packet containing budget instructions, budget worksheets as determined by the Administrative & Finance Committee for completion.
- C. Upon completion of the budget packet the information is returned to the Administrative Coordinator/ Director of Finance, office for data entry.
- D. After data entry is complete budget packets are returned to departments for Home Committee approval.
- E. The Administrative & Finance Committee reviews each department's proposed budget, with the Department Head and makes any necessary revisions. The committee chairperson may be present, if they desire.
- F. Upon completion of all departments' proposed budgets, the Administrative & Finance Committee recommends the proposed tax levy and mill rate.
- G. The Administrative & Finance Committee submits the County Budget to the County Board of Supervisors for adoption.

#### SECTION 4 - INTERNAL CONTROL

##### 4.01 Procedures.

- A. To the greatest extent possible, all financial and accounting responsibilities must be segregated, so that no one individual has complete authority over an entire transaction.
- B. Official accounting reports must be prepared or checked by persons other than those responsible for operations for which the report is prepared.
- C. Each department shall review monthly Skyward financial reports to monitor revenues and expenditures in comparison to the adopted budget.
- D. End of month financial reports shall be distributed to the departments by the 5<sup>th</sup> business day of each month. Each department shall reconcile monthly revenues, expenditures, and balance sheet accounts to the financial reports provided by the 18<sup>th</sup> day of the month. Any discrepancies found in the financial reports shall be brought to the attention of the Administrative Coordinator/ Director of Finance promptly.
- E. No departmental bank accounts may be established without prior authorization by the Administrative & Finance Committee. All such accounts shall follow County policies. Each Department shall reconcile department bank accounts monthly. Periodic review of bank accounts may be requested by the Administrative and Finance Committee.
- F. The Administrative & Finance Committee will review all departments' revenues and expenditures, basis, to monitor activity in comparison to the budget.
- G. The Administrative Coordinator/Director of Finance will audit vouchers weekly and review departments' revenues and expenditures on a monthly basis, all concerns will be brought to the attention of the Department Head.,
- H. Throughout the year, any purchase on non-budgeted equipment over \$1,000 requires PRIOR Home and Administrative & Finance Committees' approval and shall be forwarded to the Administrative Coordinator/Director of Finance. These requests should be presented by the Department Head.

#### SECTION 5 - CHART OF ACCOUNTS

Delineated Account Structure				
FUND	DEPT	ACCOUNT	OBJECT	PROJECT
100 E	01	51630	999	123
E = Expense				
Expenditures		5XXXX		

OBJECT: Provides account detail and classifies expenditures by the types of goods and services purchased.

PROJECT: Provides additional detail to identify transaction of specific projects.

# ADAMS COUNTY PERSONNEL & GENERAL ADMINISTRATIVE POLICIES

P52

FUND	DEPT	ACCOUNT	OBJECT	PROJECT
100 R	23	46120	(only used as necessary)	
R = Revenues				
Revenues		4XXXX		

## Balance Sheet Accounts:

FUND	ACCOUNT	
Account	xxxxx	
Assets	1XXXX	100 A 11100
Liabilities	2XXXX	100 L 21010
Fund Balance	3XXXX	100 Q 34300

**5.01 Chart of Account Maintenance.** The Administrative Coordinator Director of Finance Office shall maintain the chart of accounts. Changes to accounts require submission of the appropriate form(s) as established by the Administrative and Finance Committee.

## SECTION 6 - EXPENSE VERSUS CAPITALIZATION

**6.01 Expense.** The cost of items (i.e. incidental repairs) which neither materially add to the value of the assets nor appreciably prolong its life, but merely keep it in an ordinarily efficient operating condition, are expense items that should be charged against the fiscal year the material or service was received and the liability incurred. Equipment, which by its nature has a short normal life expectancy, early obsolescence, or other factors that contribute to an early loss of usefulness is expensed. Personal property with a unit cost of less than \$5,000 or a useful life of less than two years is also expensed.

**6.02 Capitalization.** Amounts spent in restoring property or amounts spent for replacements, which arrest deterioration and appreciably prolong the useful life of the asset are expenditures which are capitalized to the general ledger and recorded in the fixed asset system. Expenditures capitalized are considered assets of Adams County, which are depreciated, if applicable, per the useful life of the property. Example of items capitalized includes those items of personal property with a unit cost of at least \$5,000 and useful life of at least two (2) years. Cost of additions/extensions to an existing fixed asset, which is replaced by a new one, are capitalized and the old asset should be written off using a journal entry. Replacement, however; must meet the definitions within the capitalization policy.

Because many factors enter into a determination of whether an item should be expensed or capitalized, no complete set of rules can be laid down to fit all possible situation. Each case must be analyzed on its own merits as to whether an expenditure appreciably prolongs or materially adds to the value of the property resulting in capitalization of the item. If the expenditure does not meet the criteria, it should be expensed.

Fixed Assets that are leased, and considered capital leases, should be capitalized by the following journal entry:

Fixed Asset (Land, Building, or Equipment)	XXXX
Lease Payable (Total lease payments less interest costs)	XXXX

## SECTION 7 - DEPRECIATION POLICY

**7.01 Purpose.** In accordance with generally accepted accounting principles, depreciation of fixed assets is required in the proprietary funds of government (enterprise and internal services funds) and must be shown on the operating statements of these funds. Depreciation is also used in examining or determining the full cost of a project or program. It is also a necessary cost of business when establishing user rates for services.



1 **7.02 Definition.** Depreciation represents the expiration in the service life of fixed assets attributable to  
2 wear and tear, deterioration, and obsolescence. It represents the portion of the cost of a fixed asset, which  
3 is charged as an expense during a particular period or fiscal year.  
4

5 **7.03 Method of Depreciation.** Adams County utilizes the straight-line method of depreciating fixed  
6 assets. This method takes the cost of the fixed asset, less its salvage value, and prorates that cost over the  
7 useful service life of the asset. Through this process, the entire cost of the asset is ultimately charged off  
8 as an expense.  
9

10 **7.04 Service Lives of Assets.** The County's fixed asset system can accommodate any service life  
11 selected for an asset. A service life can be different from a similar asset if you have a basis for such  
12 determination. Generally, service lives of assets are as follows:  
13

14 Land Improvements: 20-30 years

15 Buildings and Improvements: 20-50 years

16 Furniture, Machinery and Equipment: 3-20 years  
17

18 **7.05 Budgeting for Depreciation.** Depreciation is entered as an expense and offset as an abatement  
19 in the same budget. This recognizes the non-cash nature of this expense. Only capital expenditures are  
20 part of the net budget of the County. Even though depreciation is not recognized in the net budget, it  
21 should be recorded in the operating accounts with an offset to accumulated depreciation in the general  
22 ledger.  
23

24 **7.06 Internal Control.** The control over assets is the responsibility of management and Home  
25 Committees.  
26

27 **7.07 Inventory Systems.** All inventory systems are to be updated annually for any additions or  
28 removals. Inventory Forms should be submitted to the Administrative Coordinator/Director of Finance at  
29 time of event. Tags generally are not removable. The tag number should be noticed on the form and  
30 scratched off of the item.  
31

32 **7.08 Inventory Records.** Official Inventory records shall be kept and maintained in the Office of the  
33 Administrative Coordinator/ Director of Finance.  
34

## 35 SECTION 8 - JOURNAL ENTRIES 36

37 **8.01 Purpose.** Journal entries are to be used to record accruals, prepaid items, correcting entries,  
38 reversing entries and charges between County departments.  
39

40 **8.02 Procedures.** All journal entries must be prepared on the Journal Entry Form obtained from the  
41 Administrative Coordinator/Director of Finance Office.  
42

43 **8.03** It is the responsibility of the Department receiving the service to prepare the journal entry. The  
44 form is to be complete, balanced (debits = credits), and submitted no later than the 3<sup>rd</sup> business day of the  
45 following month in which the journal entry applies. Journal entries received after the 3<sup>rd</sup> business day  
46 will be posted in the following month and will not be reflected on the department monthly financial  
47 report.  
48

49 **8.04** Journal entries to cash accounts (# 1XXXX) generally should only take place, unless to adjust for  
50 transfers between funds to balance cash.  
51  
52  
53

**SECTION 9 - ACCOUNTS RECEIVABLE**

**9.01 Purpose.** Accounts receivable are used to record revenues in the period in which they are earned. In most cases these accounts are used at year-end. Other accounts receivable accounts include billings to patients or clients, and billings to the state for work done on a monthly basis.

**9.02 Procedures.** At year-end, each Department must determine the revenues that have been earned in the current year but will not be received until the following year. It is the department's responsibility to include the proper fiscal year to which a transaction will apply by the last full week of February prior to the fiscal year accounts being closed.

**9.03** It is the responsibility of Administrative Coordinator/Director of Finance to reconcile the accounts receivable accounts.

**SECTION 10 - ACCOUNTS PAYABLE**

**10.01 Purpose.** Accounts payable are used to recognize expenditures in the period in which they are incurred. In most cases within the County these accounts are used only at year-end.

**10.02 Procedures.** At year-end each department must determine the expenses incurred in the current year that will not be paid until the following year.

**10.03** It is the Department's responsibility to include the proper fiscal year to which a transaction will apply. The system does not automatically flag the transaction. For items to be included in the accounts payable they must be submitted to the Administrative Coordinator/Director of Finance, or the assigned designee, in a timely manner for processing by the last full week of February prior to the fiscal year accounts being closed.

**10.04** It is the responsibility of the Administrative Coordinator/Director of Finance to reconcile the accounts payable accounts.

**SECTION 11 - INTERDEPARTMENTAL BILLINGS**

**11.01 Purpose.** As a general rule the National Committee on Government Accounts (NCGA) state that revenues and expenses should be reported as such only once in the funds of a governmental unit. By definition internal services funds, enterprise funds and special revenue funds will account for interdepartmental transactions (expenses/receipts/journal entries) for the purpose of recovering grants, aids and special revenues. By definition of the general fund to account for resources devoted to financing the general services which the governmental unit performs for its citizens primarily with levied dollars, interdepartmental billings are not efficient and shall not be used unless there is a reporting or cost recovery requirement. Certain general administrative costs will be recovered through the 'Indirect Cost Reimbursement Plan'.

**11.02 Procedures.** Each department shall be responsible for interdepartmental transactions by invoice, receipt, and/or journal entries as deemed appropriate.

**SECTION 12 - CASH RECEIPTS**

**12.01** All County departments shall remit monies directly to the County Treasurer daily if possible, but no less than weekly.

**12.02** For departments that maintain a separate bank account, all incoming cash receipts should be processed and deposited in the bank promptly. Deposits must be made weekly regardless of the amount collected.

1  
2 **12.03 Department Procedures.** All departments shall follow the following procedures:

- 3 A. All receipts by departments shall be recorded by issuing a numbered receipt.  
4 B. No payments can be made from cash receipts; all billings shall be paid by check.  
5 C. Do not cash any checks received. Deposits made to the County Treasurer must be in the  
6 exact form (i.e. cash or check) as the department received them.  
7 D. All checks shall be immediately endorsed, pay to the order of Adams County Treasurer and  
8 the Department, and submitted to the County Treasurer as stated above.  
9 E. Supporting documentation shall be prepared and submitted with the cash receipts. The  
10 receipt shall include a subtotal after the checks, then display the amount of cash, and include  
11 the total of the deposit. Indicate on the deposit the general ledger account distribution. The  
12 amount of the deposit must be equal to the total of receipts issued by the department.  
13 F. Deliver to the County Treasurer's Office and obtain a receipt.  
14 G. The monthly cutoff for deposits with the County Treasurer is 3:00 p.m. on the last working  
15 day of the month. Deposits made after this deadline will be credited to the following month.  
16 No exceptions will be made.  
17 H. No checks shall be cashed from cash receipts.

18  
19 **SECTION 13 - INVESTMENTS**  
20

21 **13.01** Adams County's cash is invested by the Adams County Treasurer with approval by the  
22 Administrative and Finance Committee.

23  
24 **13.02** Withdrawal or disbursement of any funds in a qualified public depository shall be completed in  
25 accordance with §66.0607, Wisconsin Stats., and shall have the signatures in the following order:

26  
27 County Board Chairperson  
28 County Clerk  
29 County Treasurer  
30

31 **13.03** All funds shall be held with a qualified public depository, pursuant with Chapter 34, Wisconsin  
32 Stats.

33  
34 **SECTION 14 - PETTY CASH REIMBURSEMENT**  
35

36 **14.01 Purpose.** The petty cash fund provides a means of payment for minor items of expense when it is  
37 not practical to pay these items using the voucher disbursement. However, whenever possible, payment  
38 for invoices should be processed through the voucher disbursement process. Petty cash is not to be used  
39 to reimburse employees for expenses. At no time shall money from cash receipts be used as petty cash.  
40

41 **14.02** The petty cash fund will be operated as a petty cash fund under the control of the responsible  
42 department.

43  
44 **14.03** Requests for Petty Cash funds shall be requested through the Administrative Coordinator/Director  
45 of Finance who shall forward the request to the Administrative & Finance Committee for approval. Petty  
46 cash amounts shall be determined, based on Department request and needs, by the Administrative &  
47 Finance Committee.  
48

49 **14.04** Departments are responsible for reconciling at the time of each purchase.  
50

**14.05 Reimbursement Procedures.**

- A. Prepare a voucher and attach respective receipts. List on the voucher the account number(s) to be charged and the dollar amounts for each account. The total on the voucher must equal total of the attached receipts.
- B. Receive Department Head approval and submit voucher to the Administrative Coordinator/Director of Finance Office for reimbursement.
- C. Departments turn in all receipts for reimbursement for the current year prior to December 31<sup>st</sup>.

**SECTION 15 - CARRY OVER ACCOUNTS/FUND BALANCES**

**15.01** Adams County presently maintains carry over accounts) in its general fund accounting system, which are the result of monies left from prior years budgets that are carried over to subsequent year budgets as established by County Board Resolutions. The general fund, special revenue funds, internal service funds and enterprise funds maintain fund balances as a result of monies left from prior years' budgets. Fund balances are used in subsequent year budgets and are maintained at an adequate level to cover emergencies and maintain a stable economic environment.

**15.02** Carry over accounts shall be established by County Board for the following reasons:

- A. Statutory: Funds required by Statute to be non-lapsing.
- B. Special Revenue: Funds for programs whose primary source of revenues are from other than county appropriations, or which are limited by the Grantor or by County Board resolution to expense for a specific purpose.
- C. Special Projects: Unexpended appropriations for a specific expense, which is expected to be completed in subsequent years.

**15.03** The Administrative & Finance Committee shall review carry over accounts annually to ascertain if the appropriation meets the above criteria.

**15.04** The unreserved/undesignated fund balance in the General Fund shall be maintained at 15-25% of the current year actual audited expenditures for the general fund. Internal service and enterprise funds shall be assessed by end of year cash balances. The cash balances in these funds should be maintained at 20 - 30% of the current year actual audited expenditures for the fund (75-100 days cash reserve is desired). Fund balances shall be analyzed and appropriately applied in the budget process.

**SECTION 16 - VOUCHERS**

**16.01 Purpose.** §59.52(12), Wisconsin Stats., requires the County Board to examine and settle all accounts of the County and all claims, demands or causes of action against the County and issue county orders therefore. Adams County follows §59.52(12) and §66.0135, Wisconsin Stats., when disbursing funds for the settlement of accounts and claims against the County.

**16.02 Procedures.** The following procedures shall be followed for Adams County to comply with the prompt payment law.

- A. All orders for goods or services shall be by invoice or contract.
- B. All invoices must be date stamped upon receipt. This procedure will allow us to properly track invoices to ensure timely payment.
- C. Departments must submit a completed voucher. All vouchers forms will contain vendor number, account number, amount of payment, and have supporting documentation attached. Those submitting a voucher are responsible to remove sales tax and take allowable discounts. Any voucher without the above will be returned to the Department and will not be paid until corrected.

- ~~D. All vouchers for a department will be turned in on a weekly basis. monthly at the same time by the next business day for processing in batch order. October 18, 2011~~
- E. Vouchers will be paid weekly. ~~once a month by the 15<sup>th</sup> of each month.~~ October 18, 2011
- ~~F. The Administrative Finance Committee will review and approve/deny monthly payments. October 18, 2011~~

16.03 For all purchases from vendors who do not have an authorized account, please contact the Administrative Coordinator/Director of Finance, or the assigned designee.

16.04 **Approval Limits.** The following table shows the maximum purchase a Department Head may approve when dollars have been allocated in the current year budget. Beyond that limit the Administrative Coordinator/Director of Finance shall approve the payment prior to any purchase. After the purchase is made the Administrative Coordinator/Director of Finance shall sign the voucher for approval of payment.

Highway & Solid Waste	\$ 25,000
All Other Departments	\$ 2,000

## SECTION 17 – FRIDAY/SPECIAL CHECKS

~~17.01 Purpose. All vouchers forms will contain vendor number, account number, and amount of payment, supporting documentation attached. Friday/Special checks cannot be used to pay mileage and/or meal vouchers, or for payment of bills that missed the regular accounts payable cutoff. Friday checks shall be for any invoice that will incur a finance charge, penalty, or interest if paid after the 15<sup>th</sup> of the month, or if early payment of the invoice will provide a financial discount to savings to the county, or if the payment is time sensitive. All Friday checks must be in the Administrative Coordinator/Director of Finance no later than 9:00 a.m. on Friday for processing that day. October 18, 2011~~

17.02 Under extenuating circumstances the Administrative Coordinator/Director of Finance may have a special check cut.

## SECTION 18 – CREDIT CARD

18.01 The Administrative and Finance Committee may issue a Department/employee a credit account or subsidiary credit card for extenuating circumstances that do not allow for efficient business practice using the master credit card account; the voucher process; or when bulk purchases with vendors such as vehicle gas purchasing accounts are deemed necessary. The Administrative and Finance Committee will establish account limits. Use is authorized for County purchases pursuant to the purpose of the creation of the account, and pursuant to the County's Budgeting & Accounting Policy. i.e. All purchases shall be exempt from Wisconsin sales tax, using the County's Wisconsin Sales & Use Tax Exempt Certificate. All accounts shall be held in the name of Adams County Government under the Administrative Coordinator.

18.02 **Master Credit Card Account.** The Administrative Coordinator/Director of Finance shall oversee the master credit card to be used by Departments when voucher processing is not an option for payment or if delay of authorized purchase or payment would cause a financial or economic burden to the County or an employee of the County.

18.03 **Credit Account/Subsidiary Credit Card Authorization.** The subsidiary credit card account shall fall under the master credit card account overseen by the Administrative Coordinator/Director of Finance, whereas credit accounts shall fall under the appropriate department. Example of credit accounts may include Ace or Walmart. Upon the approval of the Administrative & Finance Committee accounts shall be established. Access to a credit card or subsidiary credit account is not an entitlement.

1  
2 **18.04 Internal Controls:** For internal control procedures the Administrative Coordinator/Director of  
3 Finance shall maintain an up-to-date record of all authorized personnel who has access to each credit  
4 account or subsidiary credit card issued and the limit on each card. Under no circumstances shall the  
5 account be used for a cash advance or for personal use. An employee is required to comply with internal  
6 control procedures, not specifically outlined in this policy, that are designed to protect County assets;  
7 which may include ability to produce the card to validate its existence and account number.  
8

9 **18.05 Payment Process:** All credit accounts shall be paid in accordance to the County's Budgeting &  
10 Accounting Policy. All subsidiary credit card account receipts shall be signed by the user/purchaser;  
11 include the account number for payment and be submitted to the appropriate department personnel within  
12 5 days. Inability to process payment timely will be considered for revocation of the account.  
13

14 **18.06 Non-Conformance:** Improper use of any County authorized credit card or credit account may  
15 result in disciplinary action up to and including discharge. Employee access can be revoked at any time  
16 by the Department Head. The Administrative Coordinator/Director of Finance shall report any misuse to  
17 the Administrative & Finance Committee. The Administrative & Finance Committee shall determine if  
18 any department account shall be revoked.  
19

20 **18.07 Employment Termination:** Upon termination of employment with the County, for any reason,  
21 any and all credit cards issued to the employee shall be returned immediately and the account will be  
22 suspended.  
23

## 24 SECTION 19 - CONVENTIONS, SEMINARS, TRAINING & TOUR REIMBURSEMENT 25

26 **19.01 Approval.** Elected Officials, Department Heads and staff personnel may attend conventions,  
27 seminars, training and tours, provided it is related to the employee's job, and is approved in the  
28 department's budget. If funds are not available, **PRIOR** approval must be obtained from the Home  
29 Committee and the Administrative Coordinator/Director of Finance.  
30

31 **19.02 Out-of-State.** All out of state travel and related expenses shall be authorized by resolution of the  
32 County Board.  
33

34 **19.03 Reimbursement for Expenses.** The County will reimburse employees for expenses incurred for  
35 approved travel, conventions, seminars, training and tours. Employees shall be reimbursed in the  
36 monthly check processing. Employees shall receive approval, from their Department Head, prior to  
37 attending any convention, seminar, training or tour. The Department Head shall only approve an  
38 employee to go to a convention, seminar, training or tour if the money is available in the budget. In order  
39 to receive reimbursement, County Board, Committee Members, and employees must submit the original  
40 receipts and appropriate forms.  
41

42 **A. Lodging.** Approved lodging should be reserved in the name of Adams County by use of a  
43 credit card available from the Administrative Coordinator/Director of Finance may be used to  
44 reserve a room. Employees shall pay the difference between single and double rates if  
45 lodging is shared with a non-county employee.

46 **B. Mileage.** Employees authorized to drive for County business shall hold a valid driver's  
47 license. Authorized use of an employee's automobile for County business shall be reimbursed  
48 at the rate set by the Internal Revenue Service. The employee shall use the most direct route  
49 possible. Distance shall be computed from the employee's primary residence or work  
50 location, as circumstances warrant. In order to receive mileage reimbursement, it will be  
51 necessary to provide the Administrative Coordinator/Director of Finance with a Certificate of  
52 Insurance, or a copy of the declaration page, indicating the amounts of coverage for liability  
53 and an expiration date of the policy. The minimum limits of coverage the employee shall  
54 have are:

\$100,000 per person  
\$300,000 per accident Bodily Injury  
\$ 50,000 per accident Property Damage, or  
\$300,000 Combined Single Limit

Employees are required to have this coverage as a minimum amount whether or not mileage reimbursement is requested. Failure to comply with these amounts will result in the employee not being authorized to drive for the County, and may result in discipline, up to and including discharge, for failure to perform assigned duties.

This shall be done at the start of employment with the County and at the time of renewal of the policy. An alternative is to obtain a Certificate of Insurance or a document from your insurance agent which names Adams County as the certificate holder and indicates the agent will contact the certificate holder if the insurance is canceled, this will be regarded as continuous coverage and will not require proof of renewal.

1. If a Department has a vehicle, or vehicles, and an employee attends a training or seminar, that vehicle should be used if available, rather than using a personal vehicle and charging mileage. Departments that do not own vehicles should check with Department's that do to see if one can be used, rather than using a personal vehicle and charging mileage.
2. No employee may claim mileage to his work place if it is the first (1<sup>st</sup>) stop of the day, or from his work place if it is the last stop of the day.
3. For trips that commence and terminate during non-business hours, the actual point of origin shall be used to compute mileage.
4. The County shall make no reimbursement, other than the per mile reimbursement specified above, to employees who use their private vehicles in the conduct of County business.
5. If traveling by bus or other means of transportation, the appropriate fare will be paid by the County.

**C. Meals.** Employees will be reimbursed a maximum of \$35.00 per day if

1. The employee is attending an approved convention or seminar out of the County.
2. Meal reimbursement shall be as follows:
  - a) It will be necessary to have a receipt for meals. No reimbursement shall be made for the cost of alcoholic beverages.

**D. Parking.** Reasonable and necessary parking fees will be reimbursed when an employee is required to travel. If possible, a receipt shall accompany the request for payment.

**E. Advance Payment.** The County will pay in advance for registration if attendance is approved as provided in this Section.

**F. Approval.** Department Heads shall sign and approve all expense vouchers of their employees prior to submitting the voucher to the Administrative Coordinator/ Director of Finance's Office. Expense vouchers shall include only expenses incurred prior to the end of the preceding month and shall be submitted monthly.

**G. Telephone Calls While Attending Overnight Meetings.** Employees shall be reimbursed for phone calls made, while attending overnight meetings, which pertain to County business. Personal phone calls shall not be reimbursed.

**H. Registration.** If a request for a registration check is not submitted timely to the Administrative Coordinator/ Director of Finance's Office, the employee shall pay the cost of the registration and include that cost in the expense reimbursement request for the next monthly check run.

**I. Transportation.**

1. **Air Travel.** Travel by plane shall be at coach rate and airline tickets shall be purchased in advance so as to achieve the lowest possible fare. If air travel will require additional nights of lodging and additional meals, these extra expenses and the value of lost work

time shall be weighed against the airfare and the most economical choice shall be made.  
A receipt shall accompany the request for payment.

2. **Auto Rental.** Only the reasonable cost of compact or subcompact models is reimbursable, unless prior approval is obtained from the Administrative Coordinator/Director of Finance. A receipt shall accompany the request for payment.

**19.04 Membership in State or National Organizations.** Memberships to local, state or national organizations may be reimbursed by the County provided it is required for the employee's position, or if it provides a benefit to the County, provided that it is budgeted.

**19.05 Professional Licensure Fee.** Fees for Professional Licensures may be reimbursed by the County provided it is required for the employee's position, or if it provides a benefit to the County, provided that it is budgeted. This shall include the cost of becoming and maintaining a Notary Public for County business.

## SECTION 20 - COUNTY CELL PHONE ISSUANCE

**20.01** The County may issue a cell phone to an employee under certain circumstances when regular business travel or excessive use of a personal cell phone is used for County business. The Administrative & Finance Committee shall approve all requests for County cell phones.

**20.02** Once approved, the MIS Director shall obtain and issue a cell phone to the employee.

**20.03** Employees shall limit, to the best of their ability, the use of their County cell phone

## SECTION 21 - PURCHASING

**21.01 General.** Adams County uses a decentralized purchasing system. This type of system authorizes each department to purchase their own goods and services within County guidelines.

**21.02** There are currently no purchasing thresholds established other than the ones established by §59.52(29) and §66.091, Wisconsin Stats., regarding public works. Purchasing thresholds are established by the annually approved County Budget as administered by the respective Department Head and as overseen by the respective Home Committee(s).

**21.03 Purchasing Rules & Regulations.**

- A. Competitive bidding is not required for contract unless there exists a specific legal requirement that bidding proposals be advertised. Except where required by statute, the County is free to negotiate contracts, as it deems necessary.
- B. Adams County follows §59.52(29) and §66.0901, Wisconsin Stats., for public works contracting and bidding and shall comply with all prevailing wage requirements.
- C. Professional services are not subject to the bidding statutes on the theory that public bodies should be free to judge the qualifications of those who are to perform such services.
- D. Purchases defined as "equipment" are not a supply or material, and are therefore not subject to the bidding statutes.
- E. All bids are final as opened at the Home Committee level.
- F. All bids shall be awarded by the Home Committee.

## SECTION 22 - COUNTY GRANTS

**22.01 Grant Application.** Department Heads should present details of the available state/federal grant to the respective Home Committee and Administrative Coordinator/Director of Finance prior to grant application. After approval a copy of the application shall be presented to the Home Committee and the



1 Administrative Coordinator/Director of Finance. All grants that require adding new positions to the  
2 County payroll shall require County Board approval. Grant applications of \$20,000 or greater shall  
3 require County Board action. Whenever possible, contracted services should be used to fulfill grant  
4 requirements rather than adding employees to the county payroll.

5  
6 **22.02** Upon notification of the grant award, a copy of the grant shall be forwarded to the Administrative  
7 Coordinator/Director of Finance. Grant revenues and expenditures should be discussed with the  
8 Administrative Coordinator/Director of Finance to determine proper accounting practices and procedures.

9  
10 **22.03 Grant Records.** Each department is responsible for establishing and maintaining effective  
11 internal control over compliance with state and/or federal programs to provide reasonable assurance that  
12 the County is managing state and/or federal awards in compliance with laws, regulations, and provisions  
13 of grant contracts and/or agreements and County policy.

14  
15 **22.04** Grants are audited annually under Federal Circular A-133 and the State Single Audit Guidelines.  
16 All grant records shall be made available to the Administrative Coordinator/Director of Finance and/or  
17 external auditors upon request.

### 18 SECTION 23 - CONTRACTS, TITLES & LEASES

19  
20  
21 **23.01** All original contracts, titles and leases shall be reviewed and initialed by the Corporation Counsel  
22 prior to Committee and/or County Board approval.

23  
24 **23.02** All original contracts, titles and leases shall be signed by the Administrative Coordinator/Director  
25 of Finance, after review and approval of the Corporation Counsel and appropriate Home Committee  
26 provided they have been approved in the current year's budget.

27  
28 **23.03** Any contract or lease that has not been approved in the current year's budget shall be approved  
29 by adoption of a resolution by the County Board. Unless the authority to approve the contract is granted  
30 directly to a Committee by State Statute, any contract to which the County or Committee or other sub-unit  
31 is a party, may only be entered into with approval of the County Board if the contract would impose  
32 obligations, financial or otherwise, on the County which would last beyond the term of the currently  
33 sitting Board. All cost-share contracts allocating grant funding to Adams County residents for the  
34 purpose of installing conservation practices and then required to maintain the conservation practices  
35 beyond the term of the current sitting Board shall be exempt and shall only require review by Corporation  
36 Counsel and approval by the appropriate Committee.

37  
38 **23.04** A hard copy of all original signed contracts, titles and leases shall be provided to the County  
39 Clerk by the Department Head within five (5) working days and shall be held in the name of "Adams  
40 County Government"

41  
42 **23.05** It is the responsibility of the Department Head to follow all contract and lease regulations to  
43 ensure all monies are received and paid on time. If funds are received, it is the Department Head's  
44 responsibility to deposit the funds with the County Treasurer in accordance with Section 13 - Cash  
45 Receipts.

46  
47 **23.06** All original Contracts, Titles and Leases shall be held in the name of "Adams County  
48 Government" and shall be held by the County Clerk unless otherwise stated by law.

49  
50 **23.07** Failure to follow this Policy may result in discipline up to and including termination.

## SECTION 24 – RAFFLE TICKETS

24.01 Any department holding a raffle on behalf of Adams County shall follow requirements found in Chapter 563 of the Wisconsin Statutes and Game 44 of the Wisconsin Administrative Code for the Conduct of Raffles in Wisconsin.

24.02 The Original Raffle License Application form or the Annual Raffle Report and Renewal. Application shall be reviewed by the Corporation Counsel and approved by the Home Committee.

24.03 All raffle tickets shall be numbered sequentially and accounted for accordingly.

24.04 All raffle ticket money shall be remitted to the County Treasurer weekly.

24.05 A "Monthly Raffle Report" shall be filed with the Administrative Coordinator/Director of Finance no later than 5 business days following the close of each month when a raffle is being held and a final report to be filed no later than 15 business days following the drawing for prizes.

1  
2 **7.03 Department Head Orientation.** In addition to procedures outlined above, the County Personnel  
3 Director, County Clerk, Corporation Counsel and Administrative Coordinator/Director of Finance shall  
4 be responsible for the orientation of a new Department Head to the County Policies and expectations of  
5 the of the Department. An appointment will be scheduled with each of the positions listed above on the  
6 first day of employment or as soon as reasonably possible after the start date of the new Department  
7 Head. Topics to be covered with new Department Heads will be listed on the Orientation checklist.  
8

9 The above named positions shall on a continuous basis, provide feedback and positive reinforcement to a  
10 new Department Head to ensure a smooth acclimation to the County.  
11

## 12 **SECTION 8 - NEW EMPLOYEE DRUG & ALCOHOL TESTING**

13  
14 **8.01** As a condition of employment, all new employees must successfully complete a drug and alcohol  
15 test directed by the Personnel Director.  
16

17 **8.02** This Section does not restrict the County's right to request random medical, drug, or alcohol  
18 testing for employees after being hired.  
19

## 20 **SECTION 9 - NEW EMPLOYEE PHYSICAL EXAMINATION**

21  
22 **9.01** A physical examination, if applicable, is required before the County employs a person. The  
23 physical exam is given in strict compliance with the American with Disabilities Act (ADA) and only after  
24 a conditional offer of employment has been made. The County will schedule the appropriate physical  
25 examination, if applicable, at the Moundview Memorial Hospital & Clinics, or another institution as  
26 selected by the Personnel Director and Department Head. This shall be based on the physical demands  
27 listed in the job description. The testing may include one or more of the following: basic employment  
28 physical, DOT, hazmat with or without a stress test, audiogram, X-rays or flexibility testing. This will be  
29 billed directly to the County's attention:  
30

31 Personnel Department, P.O. Box 48, Friendship, WI 53934  
32

## 33 **SECTION 10 - RESIDENCY**

34  
35 **10.01** The County deems it beneficial and expedient to have protective service and other vital service  
36 employees reside within the County. However, only those employees required by Statutes shall be  
37 required to reside in the County.  
38

## 39 **SECTION 11 - VOLUNTEER SERVICE POLICY**

40  
41 **11.01 Purpose of Policy.** The County recognizes that people in the community can make great  
42 contributions as volunteers. The County also recognizes the potential liability exposure incurred with  
43 engaging the services of volunteers. Proactive risk management efforts can control and minimize liability  
44 exposures to help ensure that the use of volunteers is a positive experience for both the volunteers and the  
45 County.  
46

47 **11.02 Definition.** "Volunteer" is a person recognized and authorized by the County or one of its  
48 Officials, employees, or agents to perform services for the County without receipt of salary or  
49 compensation, other than reimbursement for reasonable expenses incurred in service to the County.  
50 Reimbursement for expenses shall be at the discretion of the Department Policy.  
51

52 **11.03 Employees as Volunteers.** An employee of the County may not volunteer for the County when  
53 the employee's volunteer duties would involve the same type of service, which the individual is employed  
54 to perform for the same agency in accordance with the Fair Labor Standards Act (FLSA). All volunteer

services provided by an employee of the County shall be performed outside of the normal hours of work for the employee.

**11.04 Volunteer Orientation and Information.** Each department shall orientate the volunteer to the workplace, review of the job to be performed, introduction to persons that they will be working with, appropriate safety policies, injury reporting policies and applicable department policies. Each department shall present to the County Treasurer the name and address of all Volunteers. The list should be updated monthly for additions and deletions. If the Volunteer will use their own automobile for conducting County business, a copy of the Driver's License and the declaration page of their insurance shall be provided and submitted to the Treasurer. Per the Wisconsin County Mutual Insurance Corporation, the limits of coverage the volunteer should have are:

\$100,000 per person  
\$300,000 per accident Bodily Injury  
\$ 50,000 per accident Property Damage, or  
\$300,000 Combined Single Limit

**11.05 Confidentiality.** Volunteers are responsible for maintaining confidentiality of all privileged information to which they are exposed while serving as a volunteer. This includes information pertaining to employees, other volunteers, clients, or other related Department information. It is the Department Head's responsibility to review this policy with the Volunteer.

**11.06 Reference and Criminal Background Checks.** Reference and criminal background checks are required for volunteers who will:

1. Be responsible for providing services to the public without a County employee being present; or
2. will be assisting citizens with their personal or financial matters.
3. The Personnel Department will conduct the criminal background checks for Departments after volunteer services have been accepted. Each Department will be responsible for performing the reference checks using a standard form, which can be obtained from the Personnel Department.

**A. Caregiver Background Checks.** The County is prohibited from accepting volunteer services from any person, who has been convicted of, or has a pending charge for, a serious crime as defined by Statute or Departmental rule. This also applies to a person found to have abused or neglected a client or child, or to have misappropriated client property. The Department is responsible for Caregiver Background Checks.

**11.07 Recognition of Volunteer Service.** Each year in December, the Personnel Director will draft a resolution, submit it to the Executive Committee for approval recognizing all volunteers for their service the expiring year, to be forwarded to the County Board in January.

## CHAPTER NINE: INFORMATION MANAGEMENT & TELECOMMUNICATIONS

### SECTION 1 — GENERAL INFORMATION

1.01 Computers, primarily personal computers, and related equipment and software, play a rapidly increasing role in County Government. The county has made a substantial investment by providing computer systems to improve the quality and timelines of its services. Adams County shall provide only that access to computers, systems and information that is required for that individual or agency to perform required tasks and duties. This policy includes workstations, systems, wiring closets and data centers.

1.02 **Introduction.** This Computer Policy shall govern the acquisition and use of computers and computer-related equipment (including software, printers, monitors, speakers, laptops computers, facsimile, modems, Internet access, and email) throughout the County including all its Departments and sub-units. The enclosed policies and directives have been established to:

- A. Protect this investment.
- B. Safeguard the information contained within these systems.
- C. Reduce business and legal risk.

1.03 **Violations.** Violations may result in disciplinary action in accordance with the personnel manual, union contracts and Wisconsin State Statute 943.70. Failure to observe these policies may result in disciplinary action by Adams County depending upon the type and severity of the violation, whether it causes any liability, embarrassment, or loss to Adams County, and/or the presence of any repeated violation(s).

1.04 **Administration.** Adams County is the organizational entity that owns, secures and establishes policy for the security of all information, resources and facilities under it's control, as well as for contractors, tenant organizations, and business partners. Policies may be based on a combination of law, administrative policy and commonly accepted business practices; and will be determined based on the best interests of Adams County Government and its constituents. This policy will be reviewed at least annually, or as often as may be required to respond to changes in laws, technology or other requirements.

### SECTION 2 — STATEMENTS OF RESPONSIBILITY

2.01 General responsibilities pertaining to this policy are set forth in this section. The following sections list additional specific responsibilities. Access to information is a public trust and is to be protected with all prudence and diligence. The information systems we utilize are mission-critical devices that we depend on to conduct the business of the County and to support our citizens and residents as well as other government agencies.

2.02 **Department Head.** Department Heads are responsible for determining who will be allowed to access their information, consistent with polices, applicable laws and regulations governing access. The Department Head may delegate this authority to one other person; however the final responsibility for establishing clear guidance for their data, and enforcing security policy lies with the Department Head.

2.03 **Management Information System.** MIS houses, administers and operates all servers, infrastructure and security equipment for Adams County agencies, unless special exceptions are granted, by the MIS Department with consultation with Corporation Counsel if need be, the MIS Department is the custodian of the County's information resources and implements the policies set forth in this document. MIS acts on behalf of Adams County Government and Department/Division Heads to secure information, applications, systems and networks, to provide authorized access to approve personnel and to monitor, detect, investigate and report on actual or suspected security breeches or incidents.

2.04 **End User/Employees.** Employees of Adams County, and others accessing county information or computer services, play a key role in maintaining the integrity and security of all of our automated systems. Each user of automated services is responsible to understand these rules and guidelines, to abide by them as well as to identify and report issues and problems.

### SECTION 3 — SECURITY

3.01 Information security is not the sole function of any department, group, or agency. Rather it is a result of the combined efforts of leadership to provide guidance and state intent, a committee to create policies, technical staff to implement the technical structures that support the policies, managers and supervisors to train, implement, and ensure compliance with the policies, and the personnel system to provide enforcement and sanctions when policies are broken.

3.02 **Physical Security.** It shall be the policy of Adams County that all data centers and closets are secured; restricted areas. Access shall be granted to only those individuals who have a mission essential business need and who have been appropriately cleared. County data centers contain data, which is sensitive, personal in nature and in some cases protected by law. Data centers are not common workspaces. Traffic in the data centers shall be kept to a minimum. Unaccompanied access to data centers and closets shall require signing of the County Non Disclosure Agreement.

#### 3.03 Equipment Security.

- A. Hardware (computers, printers, etc.) cannot be relocated without prior approval from MIS. Purpose is to ensure an accurate inventory and to help prevent equipment from being unnecessarily damaged.
- B. Users are not permitted to install new or replacement hardware.

#### 3.04 Data Security.

- A. Personal computer equipment cannot be connected to the Adams County Network in any way unless approved by the MIS Department.
- B. Computer modems are only permitted to be connected to a phone line when the modem is used as a direct connection to a state network for relaying data to that network. Dial up internet connections are not permitted on computers connected to the Adams County infrastructure and are a security violation.
- C. Users are not to remove or disable any administrative, security, or virus scanning software from their computer.
- D. Software programs cannot be downloaded from the internet or brought to work by a user and installed on any computer.
- E. Computer monitors that will display PHI (Personal Health Information) should not be viewable from outside the employees' office or workstation. Each PC should be locked into screensaver mode or logged off before a worker leaves their office.
- F. All Computers are required to have an idle PC lockout after 15 minutes of idle time. All users are encouraged to log off or lock (Ctrl+Alt+Del) the computer system before leaving their computer unattended. MIS will reserve the right to log off the computer after 1 hour of inactivity for network security purposes and to allow maintenance to be performed on the computers during off hours.

#### 3.05 Password Security.

- A. All user passwords will be required to be changed every 90 days. Users will be prompted to change their passwords. Users can also press CTRL+ALT+DEL and choose "Change Password" if they would like to change it prior to the 90 day limit.
- B. Passwords are required to be at least 7 characters in length. Passwords should contain a combination of numbers, letters, and special characters.
- C. Users will not be allowed to use a previous password when their password expires.

- D. Passwords must not be accessible to any other users. The password must be memorized, not written. Each user is solely responsible for all computer transactions, such as internet use, emails and file access, which take place using their username & password. Users are prohibited from sharing access to their computer while logged on.
- E. Users must notify MIS immediately if they feel their password or account has been compromised.
- F. Contact the MIS helpdesk at #567 if a password is forgotten. MIS can reset passwords as needed.
- G. Network, Internet and Email access are associated with the user's logon and password. If the user is not granted permission by the department to use these resources, their profiles will restrict them from doing so.
- H. MIS may ask a user for his or her password to install and troubleshoot hardware and software. MIS will maintain the confidentiality of the password or, if requested, can reset the password for the user to change at next logon. MIS may also reset the password to troubleshoot a PC. If this is the case, MIS will prompt the user to change the password at next logon. Users can also change their own network password at any time by pressing Ctrl+Alt+Del and clicking on the "Change Password" button.
- I. Users are prohibited from sharing their passwords with non-MIS Staff.

### 3.06 File Security.

- A. Based on the information from the IT Employee Access Change Form, MIS assigns folder and file access permissions to specific users and groups of all directories to control which user has what level of file access on the network.
- B. Users are responsible to manage their files by storing them in the correct location based on security requirements.
- C. Removable disk storage media – Each employee is responsible for the maintenance and security of the data they store onto removable storage media. PHI (Personal Health Information) must be consistent with the Adams County HIPPA Policy. Users must ensure the devices are password protected if they contain county data. Users must also password protect any confidential data should these devices be lost and fall into a person's hands who is not authorized to see the information.

**3.07 Workstation Security.** The County will implement policies and procedures to keep end point systems (defined as desktops, laptops, and palm computers) physically secure and accessed only by authorized users. That which is not specifically permitted is prohibited. Any variation from these procedures must be approved in advance. Special care must be taken to protect information that is considered particularly sensitive.

- A. It is the responsibility of Adams County Government and Department Heads to determine the access and security requirements for each building and office area.
- B. Physical safeguards for end point equipment will be provided.
- C. There will be some cases in which end point equipment will be accessible to the general public. In general, the following rules along with the Public Access Policy will apply.
  - 1. The equipment will be in an office suite or building, which can be locked or secured after normal business hours.
  - 2. The equipment will be monitored to ensure that it is not removed or intentionally damaged while accessible to the public.
  - 3. The equipment will be technically locked down so that a member of the public cannot access our internal secured networks.
- D. For all cases other than computers designated for public use, security will be provided by restricting and controlling physical access to the offices and desktop systems and by properly positioning and protecting systems such that information cannot easily be read or obtained.
- E. Monitors should generally be kept from the plain view of anyone who does not have the appropriate access or clearance to information that may be displayed. Site surveys should be conducted: semi-annually by the Department Head and a report of any infraction shall be

reported to Technology Steering Committee.

F. Keyboard, mouse, and other components should be kept far enough away from the public, so they cannot be tampered with, or stolen.

G. Printers should also be kept in protected areas to keep sensitive information from being disclosed inappropriately.

H. Printer materials from any source should be kept secure and away from viewing and out of public reach.

I. Adams County will use standards that support workstation security. These include, but are not limited to:

1. Utilization of Windows XP or Vista operating systems, appropriately patched.
2. Utilization of a locked down configuration – that each user will not have local administrator rights on their workstation.
3. Utilization of Windows automatic screen saver function that is password protected. Such screen savers will automatically activate after 15 minutes of inactivity.
4. Users or departments will take no action that disables the use or prolongs the time frame of such security measures.
5. The County considers workstations as a sensitive item

**3.08 Incident Response and Reporting.** Adams County will adhere to a standardized procedure of responding to security incidents, investigating these events, documenting the results of those investigations and taking appropriate action to meet operational and legal requirements for addressing the incident. The county shall maintain preventative measures to avoid any reasonably anticipated events that would compromise the confidentiality, integrity or availability of data stored on the County network or County owned devices. It is also the intent of this policy that each investigation contains recommendations and courses of action that will lessen the likelihood of a recurrence whenever possible. This applies to all actual or suspected security incidents on Adams County networks, including attacks emanating from outside the County, business partner connections, wireless and remote access, or the theft or unauthorized removal of media, data, storage devices, disks or CDs. This policy applies to all county employees, elected officials, boards, committee and commission members who have access to County systems, interns, contractors, affiliated or tenant agencies, business partners and volunteers.

**A. Description and Definitions of Incidents**

1. Denial of Service: DoS attacks are those incidents which cause network or information resources to abnormally terminate operations, degrade operation or be disrupted or interdicted to the point where they are not efficiently performing their intended function. This can be caused by a targeted attack from one or more internal or external sources, a server crash or network failure either by intentional attack or natural occurrences, or a denial of physical access to a facility of device. Such an event could affect critical systems used throughout the County and would need to be addressed immediately and investigated.
2. Malicious code: Any worms, Trojan horses, root kits, or viruses brought into the county network intentionally or unintentionally have the potential to attack and destroy data quickly, or to compromise the confidentiality and integrity of information. Such an event would require immediate attention.
3. Unauthorized access: Anyone gaining access without authorization to the county network or county owned media, devices, or servers would be classified as a violation of policy and a security incident. This incident would require immediate attention and coordination between multiple departments.
4. Inappropriate usage: The accesses of systems, networks or data without full compliance of all policies.
5. Mixed or blended attack: An incident would be comprised of multiple categories or incidents. The relative severity of a blended attack would be based on the information gathered at the time of the attack or detection.

**B. Incident response and reporting procedures**



1. Preparation and prevention: the process of creating a policy, severity index and reporting structure for incidents, and creating a security posture which may prevent incidents from occurring or reoccurring.
  2. Detection and analysis: The steps involved in identifying an incident, providing immediate notification to appropriate parties, analyzing the available information, creating an action plan, gathering data and or evidence and determining extent of access or damage.
  3. Containment, eradication and recovery: the processes involved with stopping the spread of the incident or problems, cleaning affected systems, recovering data, involving law enforcement agencies (if appropriate) finalizing the collection of logs and data and returning systems or networks to a fully operation condition.
  4. Post-Incident activities: Determining the root cause, creating final reports, notifying affected individuals, complying with all legal requirements for notifications and documentation, determining corrective actions and ensuring that those corrective actions become part of the preparation and prevention process are all requirements.
- C. Incident response and reporting procedures
1. Preparation and prevention phase: A notification system will be designated so that employees may report security incidents through a variety of methods, to include electronic mail, in writing, by telephone or in person confidentiality will be maintained to the greatest extent possible. These methods will be included in the new employee orientation training.
  2. Technical measures will be taken, consistent with budgeting and personnel levels to monitor and prevent security events as are reasonably appropriate.
- D. Detection and analysis
1. The county will adhere to a policy of flexible response, such that minor events can be handled and cleared quickly, with minimal involvement, but the more serious matters involve more personnel. Depending on the severity, a determination will be made as to who needs to actively participate in the investigation.
  2. (ii) Staff will be included as necessary to assess systems or networks, complete any required investigation items in the time frame allotted. In the event that specialized expertise is required or criminal activity may be involved, contractor or law enforcement resources may be called upon possibly including the FBI and Department of Homeland Security.
  3. It shall be the policy of Adams County that there will be no punishment or adverse action for the good faith reporting of security issues, problems or incidents.
- E. Containment, eradication and recovery
1. Priority will go to identifying the scope of the incident or attack and containing its spread.
  2. Every attempt will be made to retain and collect evidence, which could be useful to the investigation.
  3. Systems beyond the initial scope of the report may need to be examined to determine the number of devices involved.
  4. No system will be left on line until it is determined that it is not harmful to networks or other systems.
  5. Recovery will proceed as quickly as possible, without compromising security or unnecessarily exposing other systems to compromise or damage.
- F. Post-incident activities
1. An incident report will be started in TrackIT, creating a diary of the events as they transpire. All documents, reports, logs, written summaries of interviews, files, etc. will become part of the official record of the investigation. This information will be protected from public disclosure as permissible by law.
  2. Reports will include whenever possible, the proximate causes and recommended corrective actions.

## SECTION 4 -- PRIVACY

4.01 Adams County reserves and intends to exercise the right to review, audit, access and disclose any and all files created on any county computer.

- A. Employees shall have no expectation of personal privacy when using computers, including all e-mail activity and internet use.
- B. Passwords are not an indicator of personal privacy from employer monitoring.
- C. Adams County's failure to monitor in particular situations is not a waiver of the County's right to monitor in the future.
- D. Monitoring - All Adams County resources, including but not limited to, computers, Internet access, e-mail and voice mail.
  - 1. At any time and without prior notice, Adams County maintains and intends to exercise the right to examine any systems and inspect and review any and all data recorded in these systems. Any information stored on a computer, whether the information is contained on a hard drive, computer disk or in any other manner may be subject to scrutiny by the County. This examination helps ensure compliance with internal policies and the law. It supports the performance of internal investigations and assists the management of information systems.
  - 2. Adams County has employed monitoring software to check on the use and content of the Internet and e-mail to ensure that there are no serious breaches of this policy. The County specifically reserves the right for authorized personnel to access, retrieve, read any communication that is created on, received through, or sent via the e-mail system, to assure compliance with all County policies. Such monitoring will be initiated upon a complaint upon reasonable suspicion of misuse of internet or email by an employee and shall be used for legitimate purposes only.
  - 3. Incidental and occasional personal use of the Internet or the corporate e-mail system is permitted, subject to the restrictions contained in this policy or any related departmental policy. Any personal use of internet or e-mail is expected to be on the employee's own time and is not to interfere with the person's job responsibilities. Personal use of these systems must not detrimentally affect the job responsibilities of other employees, disrupt the system and/or harm the County's reputation.

## SECTION 5 — ACCESS TO THE ADAMS COUNTY NETWORK

5.01 Requirements for New & Departing Employees. Forms are required for:

- A. New & Transferred Employees Network Access—Each Department is required to notify the MIS Department at least 1 week in advance of new employees hired. Access Change Form must be completed, signed by the Department Head, and submitted to MIS by this time, when possible. The Access Change Form defines permitted computer programs and data access.
- B. Departing Employees—Each Department is required to give the MIS Department at least 1 weeks notice of employees departing employment at Adams County. An Access Change Form must be completed and signed by the Department Head by this time. The Access Change Form defines to MIS when the user profiles should be disabled and/or deleted and how the user's data files and old email should be handled.
- C. Departments may have "generic" profiles for temporary positions such as an LTE or intern. However, this profile can only be assigned to one person at a time and the password will need to be changed prior to a new person using the profile. When the profile is not used, MIS will disable it.
- D. Each department should request network access for their external users that may need to access their computer systems, such as contractors, via Access Change Form.

## SECTION 6 – HARDWARE, SOFTWARE NETWORK &amp; PHONE SYSTEMS

## 6.01 General Statements.

- A. All Adams County issued equipment (to include laptops, cell phones, PDAs, etc.) and all data generated, received or stored on such equipment are property of Adams County.
- B. Software, hardware, and network systems are intended to be used for business purposes only to increase the quality and timeliness of services provided to the taxpayers of Adams County.
- C. Purchasing - All purchasing of Adams County hardware and software shall be centralized with the Management Information Systems department to ensure that all hardware and software conform to county software standards, are purchased at the best possible price, and inventoried.
- D. Disposal of old Hardware and Software - MIS will make the final determination as to the disposition of computer equipment.
  1. Servers will generally not be re-commissioned for other use until an evaluation is completed to determine that residual data requiring special security considerations have been deleted.
  2. No media will be disposed of without being erased, degaussed and or destroyed first. MIS will prepare all decommissioned computer equipment for disposal.
  3. All hard drives must be cleaned with software that is DoD 5220.22-M and Gutmann method compliant.
  4. Disposal of all media used to process CJIS Criminal Justice Information Systems will follow CJIS Security Policy for Disposal
  5. All saleable PC or laptops will have OEM software re-installed and transported to Practical Cents Thrift Store in Adams for sale to the public on an as is and first come first serve basis.
  6. Revenues are divided according to Resolution 48-2006. That all typically auctioned county surplus materials to be sold at Practical Cents with 20% of sale to be retained by Practical Cents, 80% of all computer related sales to be returned to MIS Department budget as revenue, 80% of all other property to be returned to furniture carryover account.
  7. Non-saleable equipment will be disposed of in accordance with applicable statutes, and ordinances governing disposal and recycling of computer and computer related equipment.
  8. Hard drives that are unable to be cleaned, tapes, and disks, will be disposed of using a professional disposal service and a certificate of disposal will be required.
  9. The county hardware inventory will be updated.
- E. Exceptions to this policy must be approved by the Administrative and Finance Committee. A list of exceptions to the policy shall be maintained by the MIS department. Exceptions may be granted by MIS department prior to committee approval, but must be reported back at the next regularly scheduled meeting.

6.02 Hardware. All hardware equipment acquired must be approved by the MIS Department. All hardware must be used in compliance with applicable licenses, notices, contracts, and agreements.

- A. Computers & Monitors – All computers have red asset tags associated with them for inventory & naming purposes. Computers are to be used for county business and it is important users understand anything stored or transmitted via a County owned computer is owned by the County. MIS will make every effort to keep computers up to date.
- B. Users are not allowed to move equipment without the authorization of the MIS Department prior to the move.
- C. Cell phones UMTS (universal mobile telecommunications systems and CDMA (code division multiple access) service devices.
  1. CDMA (code division multiple access) laptop cards for Cellular internet access must be approved by a users Department Head and the Administrative Coordinator/Director of Finance before MIS is notified to make the purchase.

2. Users are not permitted to access the internet through their cell phone unless approved by their Department Head and department's home committee.
3. Adams County strongly discourages the use of a county cell phone while driving a vehicle.
4. Please see the County cell phone policy for more information.
- D. Printers
  1. Departmental Printing - Although departmental printing is not as convenient for the worker, network printing centralizes larger and faster printers in designated areas for users to print to. By doing this, the county saves thousands of dollars each year because:
  2. Small printers do not have to be purchased for every PC.
  3. Fewer printers have to be maintained by the MIS Dept.
  4. Fewer supplies need to be ordered or kept on hand.
- E. Copy Machines - Copy machines should also be used for printing and network cards should be leased or purchased with the copier.
- F. Modems - Modems are permitted only on computers that are used for direct billing as necessary to communicate with State and Federal Agencies for billing.
- G. Personal hardware - Personal electronic hardware brought from home may not be connected or installed onto any county computer or onto the county network. Examples are modems, digital cameras, PDA's, printers, Blackberries, etc.
- H. Laptops & Projectors - A limited number of this equipment is loaned out of the MIS department to avoid having a lot of unnecessary laptops being purchased for each department. MIS will ensure the laptops are kept up to date.
  1. Equipment must be reserved by calling the MIS Helpdesk at 567 to assure availability.
  2. Users should report any problems or missing equipment immediately to the MIS Helpdesk.
  3. Users are required to keep the equipment in a warm and secure location when off site. Should equipment be lost, employee should immediately contact the MIS Helpdesk at #567. What about stolen, insurance claims, would we do that then?

### 6.03 Software.

- A. The MIS Department maintains a listing of authorized & licensed software programs. This list is comprised based on the following.
  1. Whether the software is required for a department to do their job
  2. Interoperability with other software's owned by the county and the State of Wisconsin.
  3. Software cannot duplicate the functionality of other software.
  4. Simplicity of use and maintaining.
  5. Cost
  6. Hardware requirements
  7. Software conflicts
  8. Other miscellaneous factors
- B. Personally owned software brought from home may not be connected or installed onto any county computer.
- C. Virus Scanning - The MIS Department will make every effort to prevent viruses from infiltrating County computer systems. Each PC has virus scanning software installed and configured to check for viruses real-time. Also, a virus scanner is setup to check all incoming and outgoing messages before they arrive or leave the mail server.
  1. MIS Responsibilities:
    - a. Install and maintain appropriate antivirus and anti-spyware software on all computers and servers.
    - b. Respond to all spyware & virus attacks, destroy any detected, and document each incident.
  2. Employee Responsibilities:
    - a. Employees shall not knowingly introduce a computer virus into company computers.

- b. Employee's shall not disable or uninstall security, antivirus or monitoring software from any county owned equipment
  - c. Employees shall not load diskettes, CD's, DVD's, USB Jump Drives and other portable media of unknown origin that is network attached.
  - d. Incoming diskettes, CD's, DVD's, USB Jump drives, and other portable media shall be scanned for viruses before they are read (Real time monitor checks this for employee).
  - e. Any associate who suspects that his/her workstation has been infected by a virus shall IMMEDIATELY POWER OFF the workstation and call the MIS Helpdesk at 339-4567 or ext. 567.
- D. All software acquired for or on behalf of Adams County or developed by Adams County employees or contract personnel on behalf of the County is and shall be deemed county property. All such software must be used in compliance with applicable licenses, notices, contracts, and agreements. County software may not be duplicated.
- E. Licensing - Unless otherwise provided in the applicable license, notice contract, or agreement, any duplication of copyrighted software, except for backup and archival purposes, may be in violation of federal and state law. In addition to violating such laws, unauthorized duplication of software is a violation of this Software/Hardware Policy.
- 6.04 Network. File Management, Backup & Retention
- A. Users are encouraged to manage their files in a professional manner by deleting unnecessary, outdated, and duplicated files.
- B. The MIS department reserves the right to limit user storage space and to setup auto-archiving of aged data should the user not comply in managing their files.
- C. Users are not permitted to store music files or video files for personal use on county equipment. Storage of personal media files could implicate the county in copy write infringement.
- D. Network Drives: When users logon to the network, MIS scripts each users drive mappings. The standard drive mappings listed below are backed up each night, Monday through Friday:
1. T:\ = This folder is used to store data that is common to all users of the county.
  2. H:\ = This drive is used to store users work files that no one except the user has access to. This drive should be used to store confidential data if such storage is necessary.
  3. S:\ = Each department has an S drive, this is place for everyone in that department to share data files. Only members of each department can access the department folders unless the Department Head requests in writing to allow another user access.
  4. MIS may also map other drives for specific departmental or administrative purposes.
  5. MIS Department staff has access to all drives on the network to allow for system access to maintain file integrity and security, manage backup sets, and be able to restore erroneously deleted files or data.
- E. Peer to Peer (P2P) networking is prohibited on the County network unless authorized and configured by the MIS Department.
- F. Wireless Access - Adams County has wireless access points in place to allow authorized users access to the network. Wireless cards are necessary to connect to an access point. Network access requires encryption keys and a more secure setup by the MIS Dept for each user. Current Access Points are located in the following locations:
1. County Board Room
  2. Courtroom Floor
  3. Community Center Room 145B (For EOC Operations Only)
- G. Adams County uses several systems to backup the hardware and data stored on county owned and maintained systems. Data backups are not meant as archives for records, backup software is a tool used by the MIS Department to protect the integrity of the County data.
1. Backup of Data is done on the following schedule and kept for the designated times.
  2. Daily backup tapes are kept for 1 week.

3. Weekly backup tapes are kept for 1 month
4. Monthly backup tapes are kept 5 months
5. Year end backup tapes are kept for 2 years.
6. Backup sets run monthly and yearly are kept off site in a fire safe area or vault.
7. AS400 and Linux backups run separately but follow the same procedure.
8. Backups of particular data may be requested, such as a End of Year Financial, those will be given to the requesting department and will be maintained and secured by them. The requesting department will be charged for the necessary media.

#### 6.05 Phone System.

- A. The MIS Department shall be responsible and on call to support the County's phone system.
- B. Changes to user phone settings must be requested in writing.
- C. Voice mail is available to users and must be approved by the Department Head using the Employee Access Change Form.
- D. Phone brands/models are standardized by the MIS Department.
- E. Phones and fax machines cannot be moved before contacting the MIS Department for proper configuration on the associated ports or jacks.
- F. Internal phone extensions are 3 digit numbers and cannot be dialed from outside of the Courthouse. Extensions starting with the number 2, 3 or 5 have a corresponding external number: 339-4xxx, xxx being the extension number.

### SECTION 7 - INTERNET & E-MAIL USE POLICY

#### 7.01 Administrative Policy. The Adams County Board of Supervisors authorizes the use of email and Internet related services for the support of County tasks:

- A. Statutory References. The Adams County Board of Supervisor's may establish rules and regulations in reference to managing the interests and business of the County under State Statute 59.03.
- B. Operational Guidelines. General use of the email and Internet related services is a privilege, not a right, which may be revoked at any time for unacceptable use. The County retains the right to keep, retrieve and monitor all access to email and Internet related service activity.

#### 7.02 Definition of Terms.

- A. Department Head: refers to the Director or Manager of a department or agency, or the department's designee.
- B. Internet: - refers to an "External" network with many web servers containing web pages used to display information to the public.
- C. County Web Page - refers to the URL [co.adams.wi.gov](http://co.adams.wi.gov) for the purpose of providing county related information to the public.
- D. Filtering - To filter and block certain items from the Internet based on URL address, category, user, port, protocol, attachments and other criteria.
- E. Malicious Code - Computer viruses or other programs introduced purposely to disrupt, destroy or damage County information technology.
- F. Internet Service Provider (ISP) - Internet provider selected for use by Adams County to provide Internet access.
- G. Spam - Unsolicited e-mail that is received.
- H. Web Based E-mail - Refers to Internet web sites that offer free browser based e-mail in an effort to lure users onto their site to promote advertisements and services.

7.03 Purpose. The purpose of this policy is to ensure that employees of Adams County understand the way in which the Internet and Electronic mail (e-mail) should be used in the organization. It aims to ensure that these tools are used effectively for its intended purpose without infringing legal requirements or creating unnecessary business risk.

1 7.04 Scope. Anyone provided access to the Adams County Internet and e-mail system is subject to  
2 this policy. Failure to comply may lead to disciplinary action in accordance to Union Contracts and the  
3 Personnel Manual. At the same time, your conduct and/or action(s) may be unlawful or illegal and you  
4 may be personally liable.  
5

6 7.05 General Principles. The County provides access to the Internet and e-mail system to support its  
7 business activities. Access to this system is granted to County employees on this basis. All  
8 communications transmitted over the Adams County network are governed by Adams County's anti-  
9 harassment and anti-discrimination policies.

- 10 A. E-mail. E-mail System consists of a Microsoft Exchange Server that is used to send and  
11 receive email messages from internal and external mail accounts. Our computers use  
12 Microsoft Outlook software to view and send our messages. Users must log into the county  
13 domain to access e-mail. E-mails sent or received on the County e-mail system are not  
14 private property they are part of the administrative record of the County.
- 15 1. No user should currently have pst files for personal folders and archiving storage of a  
16 users email in Outlook
  - 17 2. All deleted e-mail messages are automatically purged each time the users exits the  
18 Outlook e-mail system
  - 19 3. Etiquette - Care should be taken when using e-mail because e-mail messages are  
20 perceived to be less formal than paper-based communication and there is a tendency to  
21 be lax about their content. Users of e-mail systems shall not send email messages that  
22 contain profanity, obscenity, nudity or defamatory language. Bear in mind that all  
23 expressions of fact, intention and opinion via e-mail can be held against you and/or  
24 Adams County in the same as a verbal and written expression.
  - 25 4. E-Mail Filtering & Filter Reporting - The County reserves the right to filter specific file  
26 types, to prevent transmission, to restrict email size for both incoming and outgoing  
27 messages and attachments. E-mail filtering is also used to detect certain phrases that  
28 may also be prevented from incoming and outgoing messages. The MIS Department is  
29 responsible for filtering and e-mail system reporting.
  - 30 5. Virus Protection - The County Email system has virus detection software loaded on the  
31 server to check all incoming and outgoing messages on the server for email viruses. This  
32 software is updated daily to keep up to date with new viruses.
  - 33 6. Spam Filtering - Adams County has spam filtering software to prevent thousands of junk  
34 (spam) email messages from being sent to employees inboxes.
  - 35 7. (vii) External E-Mail Accounts - Other Internet providers such as State agency or  
36 university accounts in lieu of a County account may be used. However, if the internet  
37 and/or email is accessed using the County's ISP, the user will need to adhere to this  
38 policy. Licensing, maintenance and compliance to any records retention policies are the  
39 responsibility of the providing agency.
  - 40 8. (viii) E-mail Retention - The legal custodian and each user are responsible for  
41 maintaining public record e-mail messages and attachments. To that end the MIS  
42 Department has implemented email archiving. All incoming and outgoing email  
43 messages (whether determined to be a public record according to Sec. 19.32 to Sec.  
44 19.39, Wis. Stats. Wisconsin Public Record Law or not) will be archived for a period of 7  
45 years and then will be destroyed. Users may print out and file public record e-mail  
46 messages and attachments for email that has to be kept indefinitely.
  - 47 9. E-mail Records Request Process: All questions or requests made to Adams County for  
48 viewing public record e-mail messages should be sent directly to the records custodian.  
49 Any questions from users regarding whether or not an e-mail message should be  
50 released under the record retention policy should be directed to the Corporation Counsel.  
51 The request will then be processed by records custodian.
  - 52 10. E-mail Confidentiality - E-mail is not a confidential form of communication. The  
53 sending of e-mail messages with confidential information is prohibited internally or  
54 externally unless the confidential data is encrypted and password protected. You are

expected to treat such electronic information with the same care as you would paper-based information that is confidential. Keep all such information secure, use it only for the purpose(s) intended and do not disclose the same to any unauthorized third party (which may sometimes include other employees of the County).

11. (xi) Signature files are used to identify the sender and the senders contact information. All signature files will be setup by the MIS Department upon setup of e-mail. The following information is required: first name, last name, title, and a specific or general telephone number, and the following disclaimer if transmitting confidential information: *"This document may contain information covered under the Privacy Act, 5 USC 552(a), and/or the Health Insurance Portability and Accountability Act (PL 104-191) and its various implementing regulations and must be protected in accordance with those provisions. Healthcare information is personal and sensitive and must be treated accordingly. If this correspondence contains healthcare information it is being provided to you after appropriate authorization from the patient or under circumstances that don't require patient authorization. You, the recipient, are obligated to maintain it in a safe, secure and confidential manner. Re-disclosure without additional patient consent or as permitted by law is prohibited. Unauthorized re-disclosure or failure to maintain confidentiality subjects you to application of appropriate sanction. If you have received this correspondence in error, please notify the sender at once and destroy any copies you have made".*

**B. Internet.**

1. Employees are prohibited from accessing, downloading, displaying and distribution of sexually explicit images and materials. Employees are also blocked and prohibited to access the following categories of web sites when using the internet:
2. Downloading music and/or movies – copyright concerns as well as misuse of bandwidth.
3. Instant Messaging – Public record, virus, and misuse concerns.
4. Dating sites – Could lead to harassment or inappropriate material displayed.
5. MIS may block other web sites or content categories to ensure adequate internet bandwidth. In addition, certain ports, protocols, users, timeframes, URL addresses, and other items may be filtered.
6. County Internet Sites: Adams County maintains the following internet sites:  
<http://co.adams.wi.gov> – County's main government internet page  
<http://www.adamscountylandrecords.com> – Adams County's land record and information site.
7. The MIS Department publishes the final content to the live web page to ensure appropriate content is published.

## SECTION 8 – SUPPORT

**8.01 General.** The MIS Helpdesk should be available Monday through Thursday 8am to 5pm and Friday 8am to 4:30pm each normal work day by calling extension 567 or 339-4567. Should the helpdesk not answer, they are either on a call or had to step away momentarily. Please leave a message and you will receive a call back usually within 30 minutes. The MIS department also has someone "On Call" 24 hours a day 7 days per week & 365 days a year to resolve critical issues that absolutely cannot wait until the next work day. The 911 dispatchers can page MIS for after hour emergencies. Please note that poor planning does not constitute an emergency.

**8.02 Levels of Support.**

- A. Level 1 – End users are expected to check obvious things such as electrical power, cable connections, etc. A common solution is to reboot (or restart) the computers.
- B. Level 2 – The MIS Helpdesk can be contacted by calling extension 567 or 339-4567. Whoever answers the phone will open a new problem ticket and verify the required information, and may work with the user over the phone to correct the issue.
- C. Level 3 – If the issue cannot be resolved over the phone the MIS Department will work



to resolve this ticket either on site or remotely. If the ticket cannot be completed in a timely fashion, the MIS staff may contract with an outside contractor to do the work.

### 8.03 Ticket Priority Definitions.

- A. **Critical** – Every effort must be made to resolve or down grade the ticket within 4 hours. Critical status will usually mean that an item effects daily operations for more than a single user or system.
- B. **High** – Every effort must be made to resolve or down grade the ticket within 24 hours. High status usually means that an item is more than an inconvenience but does not stop normal day to day functions for an office
- C. **Medium** – Every effort must be made to resolve or down grade the ticket within one (1) week. Medium status normally means that an item is an inconvenience to the user or users. However other options are available and can be used.
- D. **Low** – Every effort must be made to resolve or down grade the ticket prior to the tickets due date.
- E. **Pending** – Is a ticket status that allows MIS to put the ticket on hold until more required information is received from the user who submitted the ticket.

### 8.04 Maintenance.

- A. All scheduled computer or network maintenance which will impact production shall be done after normal work hours whenever possible.
- B. MIS shall make every effort to notify all users via email of any scheduled computer or network maintenance at least 24 hours in advance.
- C. All "Network Maintenance Notifications" (NMN) maintenance notifications shall be titled "NMN –" followed by a description.
- D. Computers for non 24X7 departments will be shut down each night.

**8.05 Ergonomics.** Any ergonomic issues must be addressed by the Adams County Administrative Coordinator.

## SECTION 9 – PUBLIC COMPUTER USE POLICY

**9.01** All users of electronic information resources are expected to use these resources in a responsible manner, consistent with the informational purpose for which they are provided and to follow these rules and regulations. Use of these systems is a privilege, not a right and inappropriate use can result in a cancellation of this privilege.

### 9.02 Responsible, Ethical Use.

- A. Using resources for educational and informational purposes only, not for unauthorized, illegal or unethical purpose.
- B. Respecting the privacy of others by not misrepresenting oneself as another user; by not attempting to modify or gain access to files, passwords, or data belonging to others, by not seeking unauthorized access to any computer system, or damaging or altering software components of any network or database.
- C. Further respecting the privacy of others using public access workstations by not interfering with their use.
- D. Sending, receiving, or displaying text or graphics which may reasonably be construed as obscene.
- E. Persons using the equipment agree not to make any changes to the setup or configuration of the software or hardware.

### 9.03 Internet Usage.

- A. Children under the age of 18 should have parental permission and supervision to use the Internet. Adams County assumes no responsibility for the use of the Internet by children. It

is not possible to control specific information children and youth may locate on the Internet. It is the responsibility of the user (or parent, guardian or caregiver) to determine what is appropriate.

- B. Misuse or abuse of any computer or Internet access will result in suspension of Internet access privileges.
- C. Staff is available to assist you in your use of these resources, however because of the many different Internet applications available we cannot provide complete technical support for all applications.
- D. Time limits for Internet access will be set to permit all persons equal access these limits will be clearly posted on the individual computers and will be strictly enforced if other customers are waiting.

**9.04 Departmental Restrictions.** The department in which the equipment is located may also restrict access and use to material pertinent to the type of business conducted within the department. This access may be more restrictive but may not broaden the interpretation of this policy. Any policy set by the department shall be posted within the department.

## SECTION 10 – BUDGETING PROCESS

**10.01** The MIS Department will compile a single budget for all technology and services covered under this policy for Adams County. Each department will provide to the MIS department on or before June 15<sup>th</sup> a MIS Budget Planning form.

### **10.02 Budget Approval Process.**

- A. June 15<sup>th</sup> all Departments requests for hardware, software or services will be turned into the MIS department.
  - 1. MIS begins meeting with Departments to discuss requests to confirm compatibility and need.
- B. July 15<sup>th</sup> MIS begins to incorporate all Departmental Technology Requests into the final Master MIS budget.
- C. August Administrative and Finance Meeting(s): MIS begins meetings to discuss budget with home committee and get approval.
- D. November – County Board Meets for final budget approval
- E. January – Expenditures begin for budgeted items.

## SECTION 11 – TECHNOLOGY STEERING COMMITTEE

**11.01** The MIS Department will coordinate the formation of a Technology Steering Committee whose purpose is to identify; areas where the investment in technology will be of the most value to the County, trends that may make technology more important to an area, and mandates, rulings, and guidelines that may make changes to infrastructure necessary, allowing balanced input into the overall future technology plans for Adams County Government.

**11.02 Committee Members.** The Technology Steering Committee will include 7 members. The Committee members should be named as followed:

- A. MIS Manager and/or representative
- B. Administrative Coordinator/Director of Finance or representative
- C. (ad hoc member) anyone deemed necessary by the committee, appointed by the committee serving limited term
- D. GIS
- E. Health and Human Services ((1) designated by the oversight committee)
- F. Public Safety & Judiciary ((1) designated by the oversight committee))
- G. (1)County Board Member (as designated /appointed by the County Board Chair

1 11.03 Meeting Schedule. Meeting of the Technology Steering Committee will take place once every  
2 other month starting in January or as deemed necessary by the committee.  
3

4 11.04 Committee Responsibilities.

5 A. Committee will make recommendations as to the overall directionality of the technology  
6 investment plan for the county, by identifying needs of the county that may be met through  
7 the implementation or continued use of technology.

8 B. Committee members will make recommendations as to technology related capital  
9 improvement projects undertaken by the county, adhering to an equitable and fiscally  
10 responsible division of the county's technology investment.

11 C. Committee members will supply information on new or updated State, Federal, and local  
12 policies, rulings, guidelines or available funds that will directly or indirectly impact the  
13 county's technology investment.  
14

15 \*NOTICE – All the policies listed above are created for security and/or administrative purposes and will  
16 be enforced. Any deviations from the policy will require the approval of the MIS Manager and in some  
17 cases, the Administrative and Finance Committee. The protection of confidential information is vital to  
18 the interests and success of the County. Any employee who discloses confidential information will be  
19 subject to disciplinary action in accordance with the County HIPAA policy, Union contracts and the  
20 Personnel manual. Violation of this policy may be grounds for preventing access and or disciplinary  
21 action. Accessing the county network in any manner constitutes agreement to comply with this Policy  
22 and no other agreement shall supersede.

**CHAPTER TEN: GENERAL ADMINISTRATIVE AND DEPARTMENT POLICIES****SECTION 1 - PARKING POLICY**

1.01 Adams County supports a policy of no preferential parking based on job status. However, because it is important to ensure convenient access by all County customers, vendors, and citizens, the first row of parking closest to any County building or facility shall not be utilized by County employees during normal hours of operation.

1.02 Parking for disabled individuals is generally available at all facilities pursuant to Wis. Statutes 346.503. Disabled employees or employees with special parking needs must request accommodation from the Administrative/Coordinator/Director of Finance.

1.03 Penalty for violation of this policy may include disciplinary measures, up to and including termination of employment.

**SECTION 2 - RECOGNITION**

2.01 **Recognition.** Recognition for years of service will be given to the members of the County Board, Committees, Boards, Commissions and all County employees and volunteers as follows:

- A. A certificate for every five (5) years of continuous service.
- B. A plaque for twenty-five (25) years of service.
- C. A clock for those who retire or leave (excluding disciplinary termination) after ten (10) continuous years or more of service along with a resolution thanking the employee for all their years of service.

2.02 All recognition will be given at the January County Board meeting for all items with the exception of the clock, which will be given at the time of termination and the plaque, which will be given at the County Board meeting in the quarter the employee attains twenty-five (25) years of service.

**SECTION 3 - TOBACCO USE**

3.01 **Smoking.** There shall be no use of tobacco products allowed in any enclosed County buildings/facilities, County owned or leased property or County vehicles per Ordinance 3-2009.

3.02 **Exceptions.** See Ordinance 3-2009.

**SECTION 4 - CLAIMS AGAINST THE COUNTY**

4.01 Claims filed against the County or a Department shall be filed with the County Clerk, who shall provide copies to the insurance carrier, the Administrative Coordinator/Director of Finance, the Corporation Counsel, and the Administrative & Finance Committee. All claims shall be processed in accordance with §59.07(1) and (2). The Corporation Counsel shall review every claim(s) against the County. The Corporation Counsel may in accordance with §59.52(12)(b), Wisconsin Statutes, and take appropriate legal action, or after review shall advise the appropriate Committee(s) and/or County Board of the appropriate legal action to be taken.

**SECTION 5 - VEHICLE POLICY**

5.01 Drivers and operators of County vehicles and equipment shall be properly trained and licensed.

5.02 Employees are not permitted to use County vehicles for a personal purpose. The only exceptions to this rule are incidental stops. Examples are stops at a restaurant for a meal, an Automatic Teller

Machine (ATM) or financial institution, urgent care or emergency room or a gas station or convenience store.

**5.03** Unauthorized personal use of County vehicles is prohibited conduct, which could result in disciplinary action. Department Heads shall monitor employee's use of County vehicles to ensure all vehicles are utilized for authorized official County purposes only. No County vehicle, except those designated by Department Policy shall be driven to an employee's home after or during work hours.

**5.04** No one other than County employees shall be allowed to operate a County vehicle.

**5.05** The County's Vehicle Policy applies to volunteers conducting sanctioned business on behalf of the County as approved by the Department Head.

**5.06** Misuse of County vehicles shall be reported to the Department Head and if necessary, the Administrative Coordinator/Director of Finance for appropriate action.

**5.07 Department Assigned Vehicles (Class 1).**

A. Consistent with this Policy, authorization to use vehicles that are assigned to Departments shall be provided by the Department Head or their designee.

B. Department vehicles may be assigned for temporary work-to-home use in situations where an employee is reporting to a temporary work site and such accommodations provide a definable benefit to the County and is compliant with IRS regulations for non-taxable assignments.

C. **Emergency Assignment of County Vehicles.** The Department Head may temporarily assign an available Department vehicle (work-to-home use) to an employee during a disaster, inclement weather or other such circumstance for which the employee may need to respond during regular business and/or after hours to work related situations. All other provisions of the Vehicle Policy are applicable.

**5.08 Individual Assignment with Work-To-Home Use, Not Taxable (Class 3).** This class includes:

A. Law Enforcement Vehicles; and

B. Situations in which an employee is reporting to a temporary work site.

Request for work-to-home use (Class 3) will be evaluated based on the definable benefit of such assignment to the County and compliance with IRS regulations for non-taxable assignments. Requests for assignments of County vehicles with work-to-home use shall be made by the Department Head and authorized by the Administrative Coordinator/Director of Finance.

**5.09 Federal Income Tax.** PVA shall be reported to the IRS in accordance with applicable Federal Regulations. Employees who receive any reimbursement for private vehicle use are advised to discuss tax issues with their individual tax consultants.

**5.10 Operator Licensing.** Operators of County-owned vehicles or recipients of any form of vehicle or mileage reimbursement or allowance shall possess a valid Wisconsin Driver's License.

A. Operators of vehicles or equipment requiring a special class license shall possess a license prior to operation of such vehicle or equipment.

B. Employees who regularly operate a County vehicle shall report to the Personnel Director, through their supervisor, any suspension, revocation or restriction of their driver's license within ten (10) business days. No county employee may operate a vehicle while his or her license to operate the vehicle is suspended or revoked.

C. Applicants for positions in employee classifications that require the ability to obtain a valid driver's license will be required to complete a supplemental application to identify the acceptability of their driving record. The final applicant will have their driving record verified through the Personnel Director prior to appointment.

- D. Current employees in employee classifications that require the ability to obtain a valid driver's license will have their driving records verified through the Department of Motor Vehicles (DMV). A current copy of driving records may be filed with the employee's records. An employee negatively affected by this record shall be afforded an opportunity to present evidence showing the record is erroneous, or that there were mitigating circumstances surrounding the negative elements of the report.
- E. Use of a County vehicle by an employee shall be reviewed by the Personnel Director when an employee's motor vehicle report indicates of the following:
  1. Two (2) moving violations within the preceding twelve (12) months;
  2. One (1) Accident within the preceding twelve (12) months; or
  3. As required by any Federal or State Safety Regulation or Law.

**5.11 Safety.** Employees shall operate vehicles and equipment in compliance with the traffic laws, operator licensing requirements, vehicle dimensions and weight limits, and vehicle equipment requirements of the Wisconsin Statutes.

- A. Operators and passengers of County vehicles and equipment shall wear seat belts at all times.
- B. Operators of County vehicles and equipment shall exercise every reasonable caution and care while operating County vehicles and equipment.
- C. **Illegal Drugs.** Driving any County vehicle or operating any County equipment, with a detectible amount of a restricted controlled substance or in the possession of any illegal drug, except for the transportation of such drugs that have been confiscated as evidence, is strictly prohibited. Violations of this Policy subjects the individual to disciplinary action, up to and including discharge.
- D. **Alcoholic Beverages.** No person shall operate County vehicles or equipment with a blood alcohol concentration above .00 (absolute sobriety). County vehicles shall not be used to transport alcoholic beverages under any circumstances, except for the transportation of such beverages that have been confiscated as evidence, or used in intoxication detection training conducted by law enforcement personnel. Violations of this Policy subjects the individual to disciplinary action, up to and including discharge.
- E. **Smoking.** Smoking is prohibited in all County owned or leased vehicles and equipment.
- F. **Prescription Drugs.** No person shall operate vehicles or equipment if taking prescription medications that impair or impede their ability to operate a vehicle safely. Employees taking prescription drugs that may impact their ability to safely operate a vehicle and/or equipment should immediately notify their manager and/or supervisor.
- G. Misuse of County vehicles will be reported the Department Head and, if necessary, the Personnel Director for appropriate action in consultation of the Administrative Coordinator/Director of Finance.

**5.12 Corrective Action.** Operators of County vehicles and equipment shall exercise reasonable care and caution while driving, and comply with the provisions of this Policy. Corrective actions for violation of this Policy are the responsibility of the employee's immediate supervisor and Department Head.

**5.13 Vehicle Operations.**

- A. County Departments and Offices shall be responsible for reporting any and all vehicle and equipment mechanical problems to the Department Head as soon as possible. All accidents involving County vehicles or on County time, shall be reported to the Administrative Coordinator/Director of Finance as soon as possible. Users shall also be responsible for following the Department Policies for scheduled service when notified of service due.
- B. Vehicle operators shall be responsible for fueling vehicles.
- C. County vehicle and equipment operators shall be responsible for checking oil and water levels, tire pressure, and condition while fueling, or not less than once per month.
- D. Operators shall maintain the cleanliness of vehicles.

- 1 E. Parking fees associated with County business are reimbursable upon receipt of proper  
2 documentation. Parking tickets are the responsibility of the driver receiving the ticket and  
3 should be resolved in a timely manner.  
4 F. Any modification to County vehicles must be pre-approved by the Administrative  
5 Coordinator/Director of Finance and completed by the Department.  
6

## 7 SECTION 6 – SOLICITATION POLICY

9 6.01 Adams County maintains a business atmosphere in all operations and facilities, and as such,  
10 solicitation and distribution activities on County premises by employees and non-County employees may  
11 unduly interfere with the normal operations of the County, may interfere with efficiency, may be  
12 personally annoying, and may post a threat to security.  
13

14 6.02 Vendors of any kind are not allowed to solicit Adams County employees to purchase goods and  
15 services for their personal use during working hours on County property.  
16

17 6.03 Persons who are not employed by the County are prohibited from soliciting funds or signature,  
18 conducting membership drives, posting, distributing literature or gifts, or engaging in any other forms of  
19 solicitation of County employees on County property.  
20

21 6.04 There are non-solicitation notices at each building entrance. If a vendor attempts to solicit  
22 employees, the Department Head shall show the vendor a copy of this policy and direct any questions to  
23 the Administrative Coordinator/Director of Finance Office.  
24

25 6.05 Adams County recognizes that employees may have interests in events and organizations outside  
26 and occasionally within the workplace. Employees may discuss these interests during their breaks and  
27 unpaid lunch hours, but may not solicit or distribute literature concerning these activities during  
28 scheduled work time.  
29

30 6.06 Adams County, as a community partner, does authorize employee participation in the following  
31 activities:

- |                         |    |                    |
|-------------------------|----|--------------------|
| 32 • American Red Cross | 38 | • Relay for Life   |
| 33 • Angel Tree         | 39 | • Salvation Army   |
| 34 • Coats for Kids     | 40 | • Scholarship Fund |
| 35 • Holiday Tree       | 41 | • Stuff the Bus    |
| 36 • Humane Society     | 42 | • United Way       |
| 37 • Project Lifesaver  |    |                    |

43  
44 6.07 The posting of written solicitations on County bulletin boards is also restricted to events  
45 sponsored by non-profit organizations. Further, employees shall not use the Adams County e-mail to  
46 solicit fundraisers, ticket sales or other charitable activities, unless prior approval is granted by the  
47 Administrative Coordinator/Director of Finance.  
48

## 49 SECTION 7 – PERSONAL CELL PHONE USE

50  
51 An employee may use their personal cell phone in case of emergency, to conduct their personal business  
52 while on break, lunch, before work hours or after work hours. Cell phones should have the ring tone  
53 turned off as not to disrupt work during business hours. Due to potential liability risks, employees who  
54 are driving county vehicles and conducting county business shall not use their personal cell phone will  
55 driving, unless required as part of their job duties. When it is necessary to make or accept a phone call  
56 while driving the employee shall make every effort to safely pull off the roadway until the phone business  
57 is concluded. Per Wis. Statutes-employees are prohibited from texting while operating a vehicle for  
58 county business.

**CHAPTER ELEVEN: SAFETY POLICIES****SECTION 1 - SECURITY**

**1.01** No employee shall permit anyone in the Courthouse before 7:30 a.m. or after 4:45 p.m., unless they know the person and are doing business with them. Exceptions to this will be when the Courthouse is opened by the Maintenance Department for County Board meetings or other County related meetings in the Courthouse. The security hours may vary for other County Offices not located in the Courthouse, depending on the hours of work for certain offices. Each Department shall have an established policy for the hours in which their building and office shall be open and it shall be communicated with all employees in the Department.

**SECTION 2 - NOTICE OF INJURY**

**2.01 Reporting an Injury.** The immediate concern is to ensure that the employee or volunteer receives immediate medical attention as needed. An employee shall immediately report to his Department Head or immediate supervisor any injury, whether medical attention is required or not, that allegedly incurred while in the course of his employment. An employee's failure to report an accident within twenty-four (24) hours of the injury shall result in disciplinary action. The Department Head or Immediate Supervisor will file the Employer's First Report of Injury or Disease within twenty-four (24) hours of the employee's notice of injury. Complete the "Employer's First Report of Injury or Disease" form, available electronically or in the Personnel Director's office, within twenty-four (24) hours of the employee's notice of injury. The Personnel Director or their designee will have twenty-four (24) hours to report the claim with the Insurance Carrier once notification of the injury is received. If the Department Head is out of the office for more than twenty-four (24) hours, the next immediate supervisor of the Department shall be notified and is responsible for reporting the injury. It is the responsibility of the Department Head to notify all employees or the next immediate supervisor when he is out of the office.

This policy shall also apply to all County volunteers. Failure to comply with the policy by a volunteer of the County may result in the volunteer not being allowed to perform volunteer duties on behalf of the County any longer.

**2.02 If non-emergency medical treatment is required.**

A. If non-emergency medical treatment is required on the day of injury or suspected at a later time, provide the injured employee with the following materials:

1. Job Assessment Form - to be completed by the Department Head.
2. Return to Work Form - to be completed by the attending physician.

B. Also instruct the employee to:

1. Inform the attending physician that transitional duty work may be available.
2. Provide the forms to his physician at the time of treatment.
3. Advise that all questions regarding traditional duty work assignments should be directed to the Personnel Director.
4. Obtain a completed Return to Work Form from the physician at the time of exam.
5. Failure to report to work or contact a manager within twenty-four (24) hours following medical treatment may result in disciplinary action.

**2.03 In an emergency.** Management should provide the attending physician with the above stated information, as it becomes available.

**2.04** If an employee will be absent from work in excess of three (3) days the Department Head or Immediate Supervisor is responsible for consulting with the Personnel Director for the proper procedures for the employee's return to work.



2.05 Failure of the Department Head or immediate supervisor to comply with the above Policy shall be reported to the Personnel Director and may result in disciplinary action. Any suspicion of fraud shall to be reported to the Corporation Counsel and Personnel Director for investigation. If the claim is found to be fraudulent, this shall result in disciplinary action.

### SECTION 3 - WORKPLACE VIOLENCE POLICY

3.01 **Purpose.** The County does not tolerate acts of workplace violence committed by or against employees and strictly prohibits employees from making threats or engaging in violent acts. This is a Zero-Tolerance Policy, meaning that the County will discipline, up to and including discharge, any employee found to have violated this Policy.

3.02 **Prohibited Conduct.** Prohibited conduct includes, but is not limited to:

- A. Injuring another person physically.
- B. Engaging in behavior that creates a reasonable fear of injury in another person.
- C. Engaging in behavior that subjects another individual to extreme emotional distress.
- D. Possessing or using a weapon while on County premises or engaged in County business, except Law Enforcement Officers while acting in an official capacity.
- E. Brandishing a weapon while on County premises or engaged in County business.
- F. Damaging property intentionally.
- G. Threatening to injure an individual or damage property.
- H. Committing injurious acts motivated by, or related to, domestic violence or sexual harassment.

3.03 **Identifying and Responding to Risks.** The County identifies and responds to workplace violence hazards as follows:

- A. **Threat assessment.** A Threat Assessment Team consisting of the Administrative Coordinator/Director of Finance and/or Personnel Director, a representative from the Sheriff's Department, appropriate Department Head, and any other appropriate individuals will assess the County's vulnerability to violence and determine the appropriate preventative measures. The Threat Assessment Team shall annually review the workplace to identify existing or potential violence hazards. The worksheet review should include, but not be limited to, inspecting security measures, analyzing records of violent incidents and monitoring trends, and conducting screening surveys to learn about employees' security concerns. The Personnel Director's Office maintains records of all threats and incidents of violence committed against employees.
- B. **Security planning for at-risk employees.** Some employees are known to be at risk for violence because of the nature of their jobs. Other employees can be at risk because they are subject to violence, threats, or harassment from a current or former spouse, partner, or other non-employee. The Personnel Director will work with at-risk employees and their supervisors to develop safety plans that address the specific risks the employees face while at work.
- C. **Pre-hire screening.** The Personnel Director shall take reasonable steps to review job candidates' backgrounds to determine if they have a history of committing violent acts or making threats. Pre-hire screening generally consists of reference checks with prior employers and criminal background checks.

3.04 **Guidelines for Handling Violent Situations.** The Personnel Director shall maintain and distribute to all employees detailed guidelines and procedures for handling workplace violence and threats. The guidelines should be developed with the advice of law enforcement personnel or qualified security consultants. The Threat Assessment Team is responsible for periodically reviewing the guidelines to ensure that they are adequate and up-to-date. If a violent incident occurs, the Threat Assessment Team must re-evaluate the guidelines and procedures and modify them accordingly.

1 **3.05 Support for Victims of Violence.** Victims of violent incidents in the workplace may have to  
2 contend with a variety of medical, psychological, and legal consequences. The County accommodates  
3 victims of workplace violence by:

- 4 A. Referring victims to appropriate community resources, such as the Employee Assistance  
5 Program, medical centers, counseling services, victim advocacy groups, legal aid, and  
6 domestic violence shelters.  
7 B. Review work hours or short-term or extended leave.  
8 C. Cooperating with law enforcement personnel in the investigation of the crime and the  
9 prosecution of the offender.  
10 D. Providing a debriefing for employees twenty four (24) to forty eight (48) hours after a serious  
11 violent occurrence to explain what happened and what steps are being taken by the County to  
12 support affected employees.  
13

14 **3.06 Enforcement.** All acts of violence, harassment, or threats committed on County premises must  
15 immediately be reported to the Personnel Director's Office and the Sheriff's Department. All employees  
16 who commit violent acts or who otherwise violate this Policy are subject to corrective action or discipline,  
17 up to and including discharge. The County will seek the prosecution of all who engage in violence on its  
18 premises or against its employees while they are engaged in County business.  
19

## 20 SECTION 4 - SAFETY POLICIES

21  
22 **4.01 General.** It is the intent of Adams County to provide a safe environment for employees and to  
23 properly manage any conditions, hazards or incidents that do develop so as to minimize injury and other  
24 forms of loss. In order for Adams County to achieve its goals, it has developed a workplace safety policy  
25 outlining the procedures regarding employee health and safety. Each and every employee must become  
26 familiar with the policy, follow and enforce safety practices and procedures, and become an active  
27 participant in this workplace safety program. While management and the Adams County Safety  
28 Committee (Safety Committee) will be responsible for developing, organizing and implementing this  
29 policy, the policy's success will depend on the involvement of each employee. The County looks forward  
30 to your cooperation and participation.  
31

32 **4.02 Safety Committee.** Adams County has appointed a Safety Committee to address safety issues  
33 and oversee the County's workplace safety program. The Safety Committee consists of a County Board  
34 supervisor and two qualified individuals who may or may not be County employees. Department heads,  
35 supervisors, volunteers, special advisors, insurance professionals, employees and other qualified  
36 individuals may be invited to attend Safety Committee meetings or address and provide consultation on  
37 safety issues that arise in the County.  
38

39 **4.03 County Compliance With Chapter Comm 32.** The County will comply with all applicable  
40 standards of Chapter Comm 32 of the Wisconsin Administrative Code.  
41

### 42 **4.04 General Safety Rules.**

43 The following general safety rules apply to all employees of the County:

- 44 • Employees will exercise caution and observe all safety laws, regulations, rules and practices  
45 applicable to their positions and the operation of tools and equipment in their positions.  
46 • Employees will participate in, and comply with, the County's Safety and Health Program.  
47 • Any employee acting in a supervisory capacity shall require all employees under their supervision  
48 to comply with all applicable safety laws, regulations, rules and practices.  
49 • All employees shall use reasonable precautions in the performance of their duties and act in such  
50 a manner as to assure maximum safety to themselves, their fellow employees and the public.  
51 • All employees shall familiarize themselves with the safety laws, regulations and rules applicable  
52 to their jobs and shall consult with their supervisor on any safety law, regulation or rule or  
53 practice not understood, or whenever work conditions present unforeseen hazards.

- No employee shall remove or make ineffective any safeguard, safety device or safety appliance except for the purpose of replacement, repair or adjustment.
- Employees shall keep their work areas clean, orderly and, to the extent possible, free from all recognized safety hazards.
- All employees shall work in appropriate clothing, including footwear, suitable for the type of work being performed and shall wear or use appropriate safety devices or personal protective equipment as necessary, provided, or directed.
- When driving or riding as a passenger in a County-owned vehicle, or in a personal vehicle while on County business, employees shall wear properly adjusted and fastened seat belts.
- Employees shall comply with all applicable local, State and federal traffic laws when operating a County vehicle or personal vehicle while on County business.

Individual departments may adopt any safety rules that address particular operations or hazards that exist within that department and which are not inconsistent with the general safety rules listed above.

**4.05 Reporting Unsafe Conditions Or Hazards.** It is the responsibility of every employee who has knowledge of any unsafe condition or hazard to immediately report such condition or hazard to their immediate supervisor and/or the department head. Unsafe conditions and hazards may also be reported to the Safety Committee. Employees are encouraged to first report an unsafe condition or hazard to their immediate supervisor or department head for resolution before referring the issue to the Safety Committee. Any report to the Safety Committee must be in writing on the County's Unsafe Condition or Hazard Report form.

**4.06 Safety and Health Program.** The County will maintain a safety and health program in accordance with Chapter Comm 32 of the Wisconsin Administrative Code that describes the procedures; methods, processes and practices used to manage workplace safety and health in the County. The elements of the program include hazard identification and assessment, hazard prevention and control, and information and training. The Safety Committee shall be responsible for overseeing the County's safety and health program.

**4.07 Responsibilities Of Supervisors And Department Heads.** Supervisors and/or department heads are held to the same safety and health standards to work safely and to prevent injuries and property damage as all other employees of the County. In addition, the responsibilities of supervisors and department heads include, without limitation, the following:

- Coordinate accident prevention as it applies to all areas of the safety and health program.
- Keep a regular check on work conditions, practices and methods to prevent safety violations.
- Correct and instruct employees concerning safety laws, rules, regulations and practices.

**4.08 Disciplinary Action For Safety Related Issues And Violations.** The following violations are offenses which could result in discipline up to and including discharge from employment. The decision as to what level of disciplinary action will be taken rests solely with the County and will be made on a case-by-case basis. Nothing in this policy is to be construed as establishing a "just cause" standard for discipline for employees or as modifying the employment at will relationship. The listing below is intended to be illustrative and is not intended to be all inclusive:

- **Drugs and Alcohol.** Employees who report to work when physically, mentally or emotionally impaired as a result of the use of drugs or alcohol or become so impaired while at work, whether or not their condition results in personal injury and/or damage to property.
- **Violation Of Safety Rules And Regulations.** Employees who violate any of the safety rules or requirements outlined in this safety policy or any safety rules or regulations adopted by individual departments.

P88

- 1 • Hazardous Acts. Employees who knowingly circumvent safety procedures, or violate safety rules
- 2 or practices.
- 3 • Medical Information. Failure to provide appropriate medical information and required forms.
- 4 • Negligent Conduct. Failure to use reasonable care in performance of work-related duties which
- 5 may result in injury or property damage.
- 6 • Irresponsible Actions. Behavior which creates risk of harm or actual harm to another person or
- 7 the business, damage to County property or to the property of others while on County time or on
- 8 the premises. This includes, but is not limited to: reckless use of County equipment, assault or
- 9 attempted physical assault on any fellow employee, horseplay or the use of drugs or alcohol while
- 10 on County time.

## 11 SECTION 5 – DRUG AND ALCOHOL TESTING

12  
13  
14 5.01 A County employee shall be required to submit to drug and alcohol testing in the event of the  
15 following occurring within the scope of employee's duties for the County:

- 16 A. An accident of any nature that results in the employee seeking immediate medical treatment.
- 17 B. An accident or incident that results in the damage of County or personal property (outside the
- 18 normal scope of duty, including but not limited to such things as a mailbox by a snowplow or
- 19 wildlife).
- 20 C. In situation where a citation is issued to the employee for an accident or incident occurring
- 21 within the scope of employee's duties for the County. Upon receiving a citation, an
- 22 employee must immediately notify their Department Head.

23  
24 5.02 In the event of any occurrence above, the employee is prohibited from consuming any alcohol  
25 until he or she has been tested and must remain available to the Department Head for testing (unless  
26 emergency medical treatment is required). In the event a Department Head has an occurrence as  
27 described above, they must remain available to the Personnel Director or the Administrative  
28 Coordinator/Director of Finance.

29  
30 5.03 All efforts shall be made to test for alcohol within two (2) hours after the occurring event. If that  
31 cannot be accomplished, the reason for the failure must be documented by the Department Head or  
32 his/her designee and further attempts shall be made for the next six (6) hours. If testing cannot be  
33 completed within eight (8) hours, the reason for the failure must be documented.

34  
35 5.04 A drug test shall also be conducted within 32 hours of the occurring event or the Department  
36 Head or his/her designee shall be required to document the reasons for the failure. The Department Head  
37 or their representative will determine which method will be used to transport the employee to the testing  
38 site.

39  
40 5.05 A refusal and/or interference with required testing, per above, shall constitute a violation of this  
41 Policy and will be considered a positive test result. Refusal and/or interference to test, or a positive result,  
42 shall result in disciplinary action, up to and including termination.

**SECTION 6 - POLICY ON A DRUG AND ALCOHOL FREE WORKPLACE**

6.01 The County declares any location at which the County conducts its business to be a tobacco, alcohol and drug-free workplace. Any employee violating this Policy is subject to discipline, up to and including discharge. Any act of discipline shall be carried out pursuant to the applicable Personnel and General Administrative Policies or union collective bargaining agreement.

6.02 **Use of Prescription Medication.** This Policy, however, does not prohibit an employee from ingesting a legally obtained prescription drug that was legally issued to said employee. Because prescription medication can also affect an individual's demeanor and job performance, it is the employee's responsibility to notify his immediate supervisor if he is taking legal prescription drugs that may affect performance or ability to perform the position duties. Such prescription drugs must be given under medical supervision and may not interfere with the performance of job duties.

**SECTION 7 - MAINTENANCE AREAS**

7.01 For safety, security and liability issues, only employees of the Maintenance Department shall be allowed in the Maintenance Office and any maintenance areas of the Courthouse and Community Center buildings. The only exception shall be that authorized repair and inspection vendors, or the MIS Department shall be allowed in maintenance areas, and shall be accompanied by a Maintenance Department Employee. Any other persons shall only enter these areas with prior authorization from the Lead Foreman of the Maintenance Department.

7.02 Any other County buildings shall have the maintenance areas properly marked and listed as employee only access. Only employees authorized by the Department Head shall be allowed access. All safety and security measures shall be taken prior to entering maintenance areas per the Department's Policies. The only other person(s) that shall be allowed access include authorized repair and inspection vendors and shall be accompanied by an authorized employee of that building.

**SECTION 8 - COURTHOUSE CLOSING**

8.01 A decision to close one (1) or more County Departments or facilities because of inclement weather or adverse physical working conditions shall be made by the County Board Chair after consultation with the Highway and Sheriff's Department, if needed.

8.02 If County facilities are to be closed for the entire day due to inclement weather, radio stations that list local school closings should be notified before 6:00 a.m. if possible. Salaried employees shall be paid regular pay if the facilities are closed for the entire day, and will not be required to use compensatory, holiday or vacation time.

8.03 Employees will be paid only for time worked because of an early closing. Employees may use available vacation time or compensatory time, but may not use sick leave, for hours lost under this Policy. Employees may work when their Departments are closed only with specific approval of the employee's Department Heads.

## SECTION A - DEFINITIONS

## A.

- a) **Board:** The County Board of Supervisors.
- b) **Classification:** The process of assigning the wages for a newly created position.
- c) **Demotion:** The assignment of an employee from one (1) class to another class with a lower pay grade.
- d) **Department Head:** A County Official with the responsibility for the operation of a County Department.
- e) **Department Supervisor:** Any individual who has authority to recommend, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other employees, or to recommend adjustment to a grievance.
- f) **Disability:** The term disability means, with respect to an individual: A physical or mental impairment that substantially limits one (1) or more of the major life activities of such an individual; record of such an impairment; or being regarded as having such an impairment.
- g) **Discharge:** The removal of an employee from their employment with the County.
- h) **Disciplinary Action:** The action taken to discipline an employee for cause which may include any action from a verbal reprimand up to and including discharge.
- i) **Employee:** An individual who is legally employed by the County and is paid in part or whole through the County payroll.
- j) **Exempt Employee:** An employee who is not covered by the provisions of the Federal Fair Labor Standards Act.
- k) **Full-Time Employee:** A person working regularly a minimum of thirty-seven and one-half (37 ½) hours per week.
- l) **Grievance:** A written employee complaint, which alleges unsafe working conditions, unjust application of discipline, or unfair application or violation of the personnel rules and regulations of the County or the Department for which the employee works. The complaint shall state the rule or policy believed to have been violated and the remedy sought.
- m) **Home Committee:** A Committee, Board or Commission established by the County Board to be the Home Committee for a particular Department.
- n) **Hourly Employee:** A person employed on a regular or irregular basis and paid an hourly rate.
- o) **Immediate Family Member:** An employee's spouse, children, stepchildren, parents, grandparents, stepparents, or other legal relation who contributes more than one-half (1/2) of support of the employee or receives that level of support from the Official.
- p) **Job Description:** A written description of a position containing the title, a general statement of the duties and responsibilities, qualifications required and desirable training and experience.
- q) **Layoff:** The separation of an employee because of lack of work, lack of funds, or the abolishment of a position.
- r) **Length of Service:** The continuous length of service with the County from an employee's last date of hire. Length of service shall be broken only by retirement, resignation or discharge.
- s) **Limited Term Employee:** A person hired for a specific period of time.
- t) **Non-Exempt Employee:** An employee who is covered by the provisions of the Fair Labor Standards Act.
- u) **Official:** A County Board Supervisor, Elected Official, Department Head or employee of the County.
- v) **Part-Time Employee:** A person working a regular or irregular schedule but less than thirty-seven and one-half (37 ½) hours per week.
- w) **Pay Steps:** The rates of pay established for each class of positions.
- x) **Pay Step Increase:** A scheduled pay increase within a classification.
- y) **Position:** A grouping of duties and responsibilities to be performed by an employee. A

## DEFINITIONS - continued

- position may be filled or vacant, full-time or part-time, regular or temporary.
- z) **Promotion:** The assignment of an employee from one (1) classification to another classification with a higher pay grade.
- aa) **Pronouns:** Masculine gender pronouns used herein refer to persons of either sex.
- bb) **Reclassification:** The reassignment of a position from one (1) pay range to another to recognize a change in the duties and responsibilities of a position or to correct an error in the original assignment.
- cc) **Red-circled:** An employee is held at a particular grade and step on the pay scale, but shall receive any cost of living adjustments.
- dd) **Seasonal or Temporary Employee:** A person part-time or full-time hired for an abbreviated time span or in response to a special climatic or calendar need whose employment terminates at the end of the season or when the need no longer exists.
- ee) **Temporary Assignment:** An assignment for at least two (2) week's duration.
- ff) **Termination:** The removal of an employee from the payroll for voluntary, or involuntary reasons, including resignation, retirement or dismissal.
- gg) **Transfer:** The assignment of an employee from one (1) position to another in the same class or to a class with the same pay grade.
- hh) **Volunteer:** A person recognized and authorized to perform services for Adams County without receipt of salary or compensation other than reimbursement for reasonable expenses incurred in service to the County.



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**County Board**

**11/15/2011**

**Office Activities**

1. Budget -- Present to County Board and Public
2. Cash Reconciliation
3. Review Balance Sheet Accounts and complete entries needed for year end
  - a. Insurance transfer -- Solid Waste and Highway
  - b. FICA Savings
4. Change the accounting process for carry over accounts
5. Looking into Grant opportunity - EPA Brownfield Assessment Grants
  - a. Application due 11/28/2011
  - b. Suggestion of coalition with Marquette County

**Upcoming Activities**

1. Organize and participate in quarterly meeting for Municipal Officials  
12/14/2011 7 p.m.
2. Submit Levy -- Department of Revenue -- 12/15/2011
3. Complete ICS 100 & 200 -- Emergency Management Prior to 12/1
4. Participate in Negotiations with WPPA #355 union
5. Cross training throughout 2012 with MaryAnn on Workers Comp and Liability Insurance
  - a. renewal and procedures
6. Prepare for Schenck's Prelim Audit 12/5-12/9
7. Participate in a wage study/merit pay committee through the Mutual
8. Continue to build relationships with elected officials in Madison
  - a. County Ambassadors Program
9. Coordinate all Benefit renewals
  - a. Dental, Vision, EBC
10. Continue to Developing Partnerships with other counties
  - a. Currently engaged in partnership with Sauk County
11. Educate all employee and department heads on the ongoing changes
  - a. Benefits
    - i. Health Insurance -- Deductible
    - ii. Flex Spending
  - b. Post BRB changes
    - i. Grievance procedure
    - ii. Employee Policy Manual
  - c. Budget
    - i. Current Levy
    - ii. Levy constraints for future years
    - iii. 2013 Budget planning



# TREASURER'S REPORT OF OUTSTANDING CHECKS

To the Honorable Board of Supervisors of Adams County, Wisconsin

Ladies and Gentlemen:

I hereby present to you the following list of outstanding orders over two (2) years old and request that same be cancelled pursuant to Chapter 59.64(4)(e) of the Wisconsin Statutes.

## GENERAL ACCT

DATE	CHK #	DISBURSED TO:	AMOUNT
03/05/09	143539	MOELK, RANDOLPH	\$ 8.57
04/09/09	144400	FAWN LAKE PROTECTION DISTRICT	\$ 97.54
06/18/09	146638	STEFFEN, JOHN JR	\$ 50.00
09/03/09	148701	HERRIGUS CEMETERY	\$ 1.00
09/03/09	148750	RICHFIELD GOOD SHEPHERD	\$ 2.00
09/03/09	148779	TOWN OF RICHFIELD	\$ 8.00
09/24/09	149406	TORRES, JENNIFER	\$ 19.50
11/05/09	150479	SIWEK, GEORGANN	\$ 51.33
12/11/09	151258	KORDUCKI, THOMAS	\$ 16.06
12/30/09	151873	BOSTON, SHAUN	\$ 5.00
		TOTAL:	\$ 259.00

Dated this 3rd day of November, 2011

Respectively submitted,

  
 Mary Ann Bays  
 Adams County Treasurer

**RESOLUTION TO ENTER INTO AN INTERGOVERNMENTAL AGREEMENT  
FOR COLUMBIA COUNTY TO PROVIDE MEDICAL EXAMINER SERVICES TO  
ADAMS COUNTY**

**INTRODUCED BY:** Public Safety & Judiciary and Executive Committees

**INTENT & SYNOPSIS:** Enter into an Intergovernmental Agreement for Columbia County to provide Medical Examiner services to Adams County for fiscal year 2012.

**FISCAL NOTE:** \$20,000 annual compensation plus Permit Fees as described in the attached Intergovernmental Agreement.

**WHEREAS:** Ordinance No. 10-2010 entitled, "An Ordinance Appointing a Medical Examiner and Adopting an Intergovernmental Agreement with Columbia County to Provide Medical Examiner Services" was enacted by the Adams County Board of Supervisors on August 17, 2010; and

**WHEREAS:** Paragraph 5 of said Ordinance No. 10-2010, requires prior approval of the Adams County and Columbia County Board of Supervisors, for any future term and/or extension of the Intergovernmental Agreement; and

**WHEREAS:** The proposed 2012 Intergovernmental Agreement for Columbia County to Provide Medical Examiner Services was approved at the joint meeting of Public Safety & Judiciary Committee and Executive Committee, held on August 10, 2011.

**NOW THEREFORE, BE IT RESOLVED BY THE ADAMS COUNTY BOARD OF SUPERVISORS:** That the attached "Intergovernmental Agreement for Columbia County to provide Medical Examiner Services to Adams County," attached and incorporated as if set forth in full herein, commencing January 1, 2012 through December 31, 2012, is hereby adopted.

Recommended for adoption by the Public Safety & Judiciary Committee and the Executive Committee this 10<sup>th</sup> day of August, 2011.

EXECUTIVE COMMITTEE

*[Signature]*  
*[Signature]*  
*[Signature]*  
*[Signature]*

PUBLIC SAFETY & JUDICIARY COMMITTEE

*[Signature]*  
*[Signature]*  
*[Signature]*  
*[Signature]*

Adopted \_\_\_\_\_

Defeated \_\_\_\_\_ by the Adams County Board of Supervisors this

Tabled \_\_\_\_\_ day of \_\_\_\_\_, 2011.

County Board Chair

County Clerk

## INTERGOVERNMENTAL AGREEMENT FOR COLUMBIA COUNTY TO PROVIDE MEDICAL EXAMINER SERVICES TO ADAMS COUNTY

Columbia County and Adams County make this Agreement to provide the services of the Columbia County Medical Examiner to Adams County under Secs. 59.34 and 59.38, Wis. Stats.

The terms of this Agreement are as follows:

1. **SERVICES.** The Columbia County Medical Examiner, in accordance with all pertinent State statutes and County policies, will oversee all aspects of death investigations in Adams County. This includes but is not limited to ordering autopsies, obtaining transportation to autopsy, cremation permits, and signing death certificates.

Adams County shall provide 24-hour per day, 7 day per week coverage with staff appointed to the Adams County Medical Examiner's Office and agrees to have suitable back up coverage at all times during the period of this Agreement. The Columbia County Medical Examiner or Assistant Medical Examiners will attempt to be available for additional forensic investigation to assist the Adams County Chief Deputy and/or Assistant Medical Examiners in those situations in which the Columbia County Medical Examiner determines that such assistance is warranted.

2. **DEPUTIES.** The Columbia County Medical Examiner will appoint, supervise, and direct any chief Deputy or Assistant Medical Examiners that handle Adams County death investigations. These "Deputies" and "Assistants" shall act with the same authority as the Medical Examiner as statutorily defined. Any/all Deputies and Assistants appointed by the Columbia County Medical Examiner must be approved by the Adams County Public Safety and Judiciary Committee, will be employees of Adams County and shall be paid according to the policies established by the Adams County Board of Supervisors in accordance with a signed Memorandum of Understanding. All appointed Deputies and Assistants shall attain American Board of Medicolegal Death Investigation (ABMDI) certification, in accordance with training requirements mandated and regulated by ABMDI.

3. **POLICY AND PROCEDURE.** The Columbia County Medical Examiner's Office shall issue standards, directives, protocols, and procedures for the Deputies and Assistants to follow when handling death investigations. Any breach of established standards, directives, protocols, and procedures shall be subject to investigation, and may result in disciplinary action including termination of a signed MOU.

4. **PERMIT FEES.** For deaths of Adams County residents, the Medical Examiner's Office shall charge the following rates:

Services	Effective 2007
Death Certificate Signing Fee	\$90.00
Morgue Fees	
Storage (After 24 Hours)	\$25.00 per day
Autopsy Materials	\$100.00/case
Donation Facility Fee	\$100.00/case (reimbursed by donation organization)
Cremation Fee	\$110.00
Disinterment Fee	\$100.00
Removal Fee	\$200.00
Records Request (\$1.00 per page)	\$1.00 per page
Postage	Actual
Photographs	\$3.00 per print
Digital Photographs	50 each + cost of CD
Private Autopsy	\$2,200.00

Adams County shall receive any proposed change in the above rates from the Columbia County Medical Examiner during the term of this Agreement.

Adams County shall also be responsible for payment for any services beyond those customary for a usual case, such as consultation fees, laboratory services beyond those provided by the State of Wisconsin Laboratory of Hygiene, and the Wisconsin Crime Laboratory.

Remaining charges authorized by State Statute will be charged at the Columbia County rate. Such charges shall be billed and collected by the Adams County Medical Examiner's Office and dispersed with proper invoices to the Adams County Finance Department for proper payment. Adams County will not be billed for documents requested for the purposes of law enforcement investigation or litigation by the District Attorney's Office.

5. **DUTIES.** The Columbia County Medical Examiner and appointed Deputies and Assistants shall perform the duties set forth in Secs. 59.34, 59.38, 69.18, and Chapter 979, Wis. Stats.

6. **INSURANCE.** Adams County will maintain policies of comprehensive professional liability insurance for any Adams County employees of the Medical Examiner's Office, while performing services for Adams County.

7. **COMPENSATION.** Adams County will pay the sum of Twenty Thousand Dollars (\$20,000.00) to Columbia County for the services provided under this Agreement. Such payment shall be made in a single lump sum by not later than January 31, 2012. Columbia

County employees shall not receive any direct compensation from Adams County for any services provided under this Agreement.

8. **EQUIPMENT.** All current and future equipment issued to the Adams County Medical Examiner's Office by Adams County will be inventoried, documented and remain the property of the Adams County Medical Examiner's Office.

9. **CHANGE OF MEDICAL EXAMINER.** This Agreement may be terminated by Adams County if there is a change in the Columbia County Medical Examiner. If deemed reasonable in such a case, Adams County shall provide three (3) months prior written notice to Columbia County.

10. **TERMINATION OF AGREEMENT.** Either Adams County or Columbia County may terminate this Agreement without cause with ninety (90) days prior written notice of termination to the other County. Failure to comply with the terms of this Agreement may result in termination. Notice of any breach of this Agreement shall be provided to the party in breach at the address provided in the NOTICE section of this Agreement. The party in breach of this Agreement shall have seven (7) days from receipt of notice, or any other term to which the parties mutually agree to in writing, to remedy such breach. Failure to remedy such breach within the specified time period will result in termination of this Agreement. Any waiver by either of the parties of any breach of this Agreement shall be in writing. Such a waiver shall not affect the waiving party's rights with respect to any other, or further, breach.

11. **REVIEW OF AGREEMENT.** This Agreement shall be reviewed as part of the respective Columbia County and Adams County 2013 budget processes.

12. **TERM.** This Agreement shall be effective for a single one (1) year term commencing on January 1, 2012, through December 31, 2012. Any future terms will require the prior approval of the Columbia County and Adams County Board of Supervisors and the execution of a new written Agreement or an Addendum to this Agreement.

13. **STANDARD OF CARE.** The same degree of care, skill, and diligence shall be exercised in the performance of these services as is ordinarily possessed and exercised by a member of the same profession, currently practicing, under similar circumstances in accordance with the standards of National Association of Medical Examiner's (NAME), Wisconsin Coroner's and Medical Examiner's Associations (WCMEA) practice and ethical guidelines, and the standards of ABMDI.

14. **GOVERNING LAW, JURISDICTION AND VENUE.** This Agreement shall be construed and interpreted in accordance with the laws of the State of Wisconsin.

15. **NOTICES.** Any notice required by this Agreement shall be made in writing to the addresses specified below:

Columbia County

Columbia County Board Chair  
400 DeWitt Street  
Portage, WI 53901

With a Copy to:

Columbia County Clerk  
400 DeWitt Street  
Portage, WI 53901

Adams County:

Adams County Board Chair  
400 Main Street  
Friendship, WI 53934

With a Copy to:

Adams County Corporation Counsel  
400 Main Street  
P.O. Box 450  
Friendship, WI 53934

Nothing contained in this Section shall be construed to restrict the transmission of routine communications between representatives of the parties.

16. **SEVERABILITY.** The invalidity, illegality or unenforceability of any provision of this Agreement or the occurrence of any event rendering any portion or provision of this Agreement void shall in no way affect the validity or enforceability of any other portion or provision of this Agreement. Any void provision shall be deemed severed from this Agreement and the balance of this Agreement shall be construed and enforced as if it did not contain the particular portion or provision held to be void. The parties further agree to amend this Agreement to replace any stricken provision with a valid provision that comes as close as possible to the intent of the stricken provision. The provisions of this Article shall not prevent this entire Agreement from being void should a provision which is of the essence of this Agreement be determined void.

17. **INTEGRATION.** This Agreement represents the entire agreement between the parties and supersedes all prior and contemporaneous communications, representations and agreements, whether oral or written, relating to the subject matter of this Agreement.

18. **MULTIPLE ORIGINALS.** This Agreement may be executed in multiple originals, each of which together shall constitute a single Agreement.

19. **CAPTIONS.** The parties agree that in this Agreement, captions are used for convenience only and shall not be used in interpreting or construing this Agreement.

20. **STATUTORY PROTECTIONS.** It is agreed by the parties that nothing in this Agreement, including but not limited to indemnification and hold harmless clauses, shall in any way constitute a waiver on the part of either County of any immunity, liability, limitation or other protection available to either County under any applicable statute or other law. To the extent that any provision of this Agreement is found by any court of competent jurisdiction to conflict with any such legal protection, then whichever protections, either statutory or contractual, provide a greater benefit to either County, shall apply, unless the County elects otherwise.

21. **COMPLIANCE WITH LAWS.** The parties agree to comply with all applicable Federal, State and local codes, regulations, standards, ordinances, and other laws.

22. **AUTHORITY TO ENTER CONTRACT.** By signing this Agreement, the parties are acknowledging that they have the proper authority to bind their respective County to the terms of this Agreement.

**COLUMBIA COUNTY, WISCONSIN**

By: \_\_\_\_\_  
County Board Chair

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
County Clerk

Dated: \_\_\_\_\_

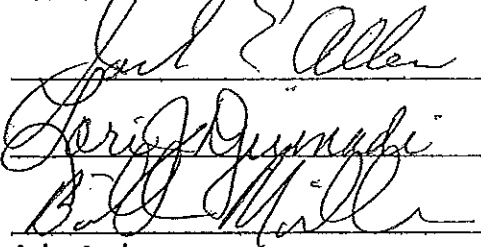
**ADAMS COUNTY, WISCONSIN**

By: \_\_\_\_\_  
County Board Chair

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
County Clerk

Dated: \_\_\_\_\_

**RESOLUTION 2011 - 77****RESOLUTION TO APPROVE THE SALE OF  
COUNTY ADVERTISED FORECLOSURE PROPERTY****INTRODUCED BY:** PROPERTY COMMITTEE**INTENT & SYNOPSIS:** TO SELL COUNTY ADVERTISED TAX FORECLOSURE  
PROPERTY**FISCAL NOTE:** \$2,450.80 REVENUE TO ACCOUNT NO. 100A12400-TAX  
PORTION; \$1,449.20 REVENUE TO ACCOUNT NO. 100.10.48350-PROPERTY  
SALES; \$200.00 REVENUE TO ACCOUNT NO. 100.10.46120 TREASURER FEE;  
\$30.00 REVENUE TO ACCOUNT NO. 100.13.46130-REGISTER OF DEEDS  
RECORDING FEES**WHEREAS:** Christina Paweleck has submitted a bid of \$4,100.00 for the parcel  
of land described as follows: **Tax No. 30-5197** Lot Forty Eight (48) in Chester  
Addition to Lake Camelot, also an undivided fractional interest in Outlot 1 in Chester  
Addition to Lake Camelot, Town of Rome, Adams County, Wisconsin; and**WHEREAS:** Adams County took deed of this property on July 27, 2011  
per judgment of tax foreclosure; and**WHEREAS:** Christina Paweleck has submitted full payment of \$4,100.00  
plus \$30 recording fee, which is on deposit with the County  
Treasurer.**NOW THEREFORE, BE IT RESOLVED** by the Adams County Board of  
Supervisors, that the above described property is hereby approved for sale to  
Christina Paweleck for the bid of \$4,100.00.**BE IT FURTHER RESOLVED:** That the County Clerk issue to Christina  
Paweleck a Quit Claim Deed to the above described property.Recommended for adoption by the Property Committee this 14th day of October,  
2011.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Adopted \_\_\_\_\_

Defeated \_\_\_\_\_

Tabled \_\_\_\_\_

by the Adams County Board of Supervisors this  
15<sup>th</sup> day of November, 2011.\_\_\_\_\_  
County Board Chair\_\_\_\_\_  
County Clerk



Resolution No. 78 - 2011

RESOLUTION TO APPROVE AND ADOPT  
THE 2012 ADAMS COUNTY BUDGET, TAX LEVY AND MIL RATE

**INTRODUCED BY:** Administrative & Finance Committee.

**INTENT & SYNOPSIS:** To adopt the 2012 Budget, Tax Levy and Mil Rate for Adams County Government.

**FISCAL NOTE:** The 2012 tax levy shall be \$17,154,920; the total expenditures shall be \$43,202,744; and the revenues shall be \$25,348,837 with an additional \$698,987 of fund balance applied; thereby establishing a mil rate of \$6.946677 per \$1,000 of evaluation.

**WHEREAS:** The Administrative & Finance Committee has recommended for 2012, a budget for proposed expenditures in the amount of \$43,202,744 and proposed revenues in the amount \$25,348,837; and

**WHEREAS:** Fund Balances in the amount of \$698,987 have been applied to reduce the tax levy; and

**WHEREAS:** The total indebtedness, principal and interest, of Adams County as of December 31, 2011, is \$18,684,610.

**NOW, THEREFORE, BE IT RESOLVED:** That the Adams County Board of Supervisors hereby approves and adopts the 2012 Adams County budget with a levy of \$17,154,920 to be apportioned by the County Clerk upon all the taxable property in the County of Adams; with a mil rate of \$6.946677 per \$1,000 of evaluation.

Recommended for adoption by Administrative & Finance Committee this 11<sup>th</sup> day of October, 2011.

John West, Chair

Jerry Kotlowski

Dave Renner

Al Sebastiani

Bev Ward

Adopted \_\_\_\_\_

Defeated \_\_\_\_\_ by the Adams County Board of Supervisors this 15<sup>th</sup> day of

Tabled \_\_\_\_\_ November 2011.

County Clerk

County Board Chair

**RESOLUTION 2011 - 79****RESOLUTION TO APPROVE HAULING AGREEMENT BETWEEN  
ADAMS COUNTY AND VILLAGE OF OXFORD**

**INTRODUCED BY:** Adams County Solid Waste Committee

**INTENT & SYNOPSIS:** To enter into a Hauling Agreement for the Collection of Residential Refuse and Recyclables between the Village of Oxford, Wisconsin and Adams County, Wisconsin.

**FISCAL NOTE:** \$32,225.45 in additional revenues annually to the Solid Waste Department which will offset any expenses to the Department to perform the services and bring in additional tonnage to the landfill.

**WHEREAS:** The Village of Oxford desires that the County provide residential refuse and recycling hauling services to its residents; and

**WHEREAS:** The County is willing to provide residential refuse and recycling hauling services to the residents of the Village of Oxford.

**NOW THEREFORE, BE IT RESOLVED BY THE ADAMS COUNTY BOARD OF SUPERVISORS,** that the Hauling Agreement for Residential Refuse and Recyclables Between the Village of Oxford, Wisconsin and Adams County, Wisconsin, attached hereto and incorporated as if fully appearing herein, is hereby approved; and

**BE IT FURTHER RESOLVED** that the term of said Agreement shall be from January 1, 2012 through December 31, 2014.

Recommended for adoption by the Solid Waste Committee this 9<sup>th</sup> day of November, 2011.

*Larry Babcock*

Adopted \_\_\_\_\_

Defeated \_\_\_\_\_ by the Adams County Board of Supervisors this

Tabled \_\_\_\_\_ day of \_\_\_\_\_, 2011.

\_\_\_\_\_  
County Board Chair

\_\_\_\_\_  
County Clerk

**HAULING AGREEMENT FOR  
RESIDENTIAL REFUSE AND RECYCLABLES  
BETWEEN THE  
VILLAGE OF OXFORD, WISCONSIN  
AND  
ADAMS COUNTY, WISCONSIN**

This Agreement is entered into between the Village of Oxford, Wisconsin (hereinafter referred to as "Village"), and Adams County (hereinafter referred to as "County").

**WITNESSETH:**

**WHEREAS**, the Village desires that the County provide residential refuse and recycling hauling services to the residents of the Village; and

**WHEREAS**, the County agrees to provide residential refuse and recycling services to the residents of the Village;

**NOW THEREFORE**, for and in consideration of the mutual promises contained herein, the Village of Oxford and Adams County do hereby agree as follows:

**ARTICLE I. BACKGROUND**

Section 1.1. In accordance with the rules and regulations of the State of Wisconsin, the County has mandated that certain materials be separated and removed from residential refuse to be disposed of at the Adams County Landfill. The County is the responsible unit as defined by § 287.01(9) and 287.09, Wis. Stats. and as such is responsible for the establishment of an effective solid waste recycling program for Adams County. The Village is also a Responsible Unit and implements a solid waste recycling program for their residents. The Village has determined it necessary and desirable to institute and implement a mandatory, Village-wide residential refuse and recycling collection and hauling program for acceptable residential refuse materials generated by households within the Village. Additionally, the Village has determined that the collection of recyclables in addition to those currently mandated or subsequently mandated by either the State of Wisconsin or the County, is an environmentally sound practice and economically viable. The Village desires to enter into an Agreement with the County for the purpose of the County, as a duly licensed residential refuse hauler, to provide residential refuse and recycling services to the residents of the Village pursuant to the terms of this Agreement.

**ARTICLE II. DEFINITIONS**

Section 2.1. Residential refuse. The term residential refuse as used in this Agreement shall mean all residential acceptable waste that may be received by the County into the Adams County Landfill pursuant to the terms and conditions of the County's permit issued by the State of Wisconsin Department of Natural Resources.

Section 2.2. Residential Recyclables. The term residential recyclables as used in this Agreement shall mean that portion of residential refuse that is separated by the resident at its point of origin and delivery to the pick-up site as required by the County, collected from residentially habited structures, that may be processed, marketed and converted into usable materials or products in accordance with the provisions of Ch 287, Wis. Stats. and the Adams County Recycling Program.

### ARTICLE III. AGREEMENT FOR SERVICES AND FEES

Section 3.1. Collection of Residential Refuse and Residential Recyclables. It is hereby agreed that the County shall, on behalf of the Village, collect residential refuse and recyclables from all inhabited residential property consisting of residential, single-family dwellings, duplexes and condominium buildings within the Village and to dispose of such residential refuse and recyclables collected by the County in accordance with the laws of the State of Wisconsin. It is understood and agreed by the parties that any commercial businesses within the Village may arrange for the collection and disposal of residential refuse and recyclables on behalf of and at the sole expense of each business. Collection and disposal of residential refuse and recyclables by commercial businesses at their own expense, does not alter the County's rights or obligations under this Agreement to collect residential refuse and residential recyclables from inhabited, residential, single-family dwellings, duplexes and condominium buildings. This Refuse and Recyclables Collection service will include:

*Weekly garbage pickup on Wednesdays & monthly recycling on 2<sup>nd</sup> Wednesday (217 households)  
2 yd garbage dumpster at Village Hall picked up weekly  
2-90 gallon recycling carts at Village Hall picked up monthly  
20 yd Rolloff at Oxford Park for July 4<sup>th</sup>  
20 yd Rolloff at Village Shop for fall cleanup  
Calendars for all customers*

Section 3.2. Monthly Payments. As consideration of County's services under this Agreement, the Village agrees to pay to the County, Thirty Two Thousand Two Hundred Twenty Five Dollars and Forty Five Cents (\$32,225.45) in twelve monthly installments of Two Thousand Six Hundred Eighty Five Dollars and Forty Five Cents (\$2,685.45) commencing January 1, 2011 and payable within thirty (30) days from date of statement and every month thereafter, during the term of this Agreement. All payments shall be made payable to Adams County and directed to the: Adams County Solid Waste Department, 1420 Highway 21, Friendship, Wisconsin, 53934. Any payment which is more than seven (7) business days after the thirty (30) day deadline is subject to interest in the amount of eighteen percent (18%) per annum.

Section 3.3. Price Adjustments. The County agrees that it will not raise the rate set forth in Section 3.2 for a period of one (1) year from date of this Agreement, except for the following extraordinary conditions:

(3.3.1) Increase in landfill rates or disposal fees. (It is understood that the current landfill rate is \$47.00 per ton plus \$13 per ton for DNR recycling surcharges and other environmental fees).

(3.3.2) Increased costs to Adams County due to changes in the distance or travel time to the primary disposal site or alternate disposal site. (The Adams County Landfill will be considered the primary disposal site unless it is necessary for the County to utilize an alternate landfill site).

(3.3.3) Increased cost or fees imposed upon the County by, or as a result of, governmental rules, regulations, laws, ordinances or policies.

(3.3.4) Increased costs to the County for fuel and petroleum based products for fuel in excess of \$4.50 per gallon.

In the event the rates are increased by the County under this section, the County agrees to provide the customer notice of any increase and to document the reason for the increase.

Section 3.4. Yearly Adjustment. Additionally, the County shall have the right to adjust the amount set forth in Section 3.2 at any time commencing after the initial twelve (12) month period of this Agreement, to offset increased costs of doing business. The County agrees that any request to renegotiate an increase in the amount set forth in Section 3.2 of this Agreement shall be based on the increase in the Consumer Price Index, U.S. City Average, Urban Wage Earners and Clerical Workers Index published by the U.S. Department of Labor Statistics based upon the total Consumer Price Index change for all items as compared from December to December statistics for the immediate preceding twelve (12) months and shall not be greater than 2.5%.

#### **ARTICLE IV. CONTRACTOR/LABOR AND EQUIPMENT**

Section 4.1. The County is an independent contractor under this Agreement. The County shall employ such persons as may be needed to collect the residential refuse and recyclables on schedule, within the Village. To the extent practicable all such persons shall be employees of the County. The County shall be responsible for providing Workers' Compensation and complying with the applicable requirements of the State of Wisconsin as relates to its employees. The County also shall be responsible for all wages of such employees providing services under this Agreement as well as all supplies purchased in any way related to the County's performance of the Agreement. The County agrees to provide the Village with Certificates of Insurance evidencing that the County possesses general liability insurance and motor vehicle liability insurance. Such Certificates provided to the Village shall state that the carrier will provide at least thirty (30) days written notice by the carrier to the Village by U.S. Mail prior to insurance policy cancellation.

Section 4.2. The County shall provide all standard or specialized equipment reasonably necessary to collect residential refuse and recyclables on schedule in a professional and efficient manner, including but not limited to providing residential refuse collection trucks of load packer type and recycling truck/trailer. Equipment must be safe, sanitary and maintained in such a manner as to accomplish the efficient collection of residential refuse and recyclables. The equipment will not be permitted to remain parked on Village roads when not in use.

Section 4.3 Annual Review. The parties shall jointly, at least annually, review both parties' performance under the Agreement.

## ARTICLE V. INDEMNITY

Section 5.1. The County and the Village each agree to indemnify and hold harmless each other and the other party's respective, appointed, hired, elected officers, employees, agents, designees and, representatives from any and all costs, damages, deaths or injuries arising out of or related to the work being performed under the terms and conditions of this Agreement or on account of enforcing the provisions of this Agreement against the other party or its respective appointed, hired, elected officers, employees, agents, representatives, and designees, including but not limited to reasonable attorney's fees and court costs incurred by either party in defending against any claim or in enforcing any provision of this Agreement.

## ARTICLE VI. COLLECTION SCHEDULE

Section 6.1. Frequency and Schedule. The County shall collect residential refuse each week on Wednesdays, and residential recyclables once a month, on the 2<sup>nd</sup> Wednesday per month, in accordance with a specific collection schedule established and maintained by the County, with Village approval. Such collection schedule shall include the County's designation of the collection area, date and approximate time of collection. Unless the County gives the Village or affected residents at least thirty (30) days advance notice, all regular collections, for any designated area, shall occur on the same day each week, unless there exists an emergency or other unforeseen circumstances. The County shall collect residential recyclables in each designated collection area on the designated day within that area. When a designated collection area is scheduled for pick-up on a County holiday or is delayed due to inclement weather, collection for that area shall be made on the business day before or following the regular pick-up day. The County shall provide, at no cost to the Village, specific, timely published notice to affected residents of any exceptions or changes in its regular collection schedule due to holidays, inclement weather or other emergency or unforeseeable reasons.

Section 6.2. Hours and Location. Residential refuse and recyclables shall be collected between the hours of 7:00 a.m. and 5:00 p.m. on the designated collection day. There shall be no collection between 5:00 p.m. and 7:00 a.m. except as required to make up lost time due to holidays, inclement weather, emergency or unforeseen reasons. The County shall not be required to collect any residential refuse or recyclable materials which are not placed at locations designated by the County by 6:00 a.m. on the scheduled collection day, or that are not placed in clear plastic bags (not to exceed thirty-five (35) gallons in size or fifty (50) pounds in weight per container).

Section 6.3. Collection Routes/Equipment. The County shall determine collection routes and provide adequate equipment and labor so as to complete scheduled collections on the designated collection day(s).

Section 6.4. Noise and Disturbance. The County shall attempt to make collections with as little noise and disturbance as practicable and agrees to respond to complaints made to it concerning unreasonable noise. The County agrees that the equipment utilized to pick-up residential refuse and recyclables under the terms of this Agreement will be maintained so as to minimize engine noise and braking.

Section 6.5. Information/Complaints. The County shall staff, during normal business hours, a telephone to provide information on the collection days and times. The County shall receive directly, by telephone, complaints on missed pickups, container damage, spillage and the like. The Village will publish the telephone number in its educational material. The County may refer general questions on the program to the Village. The County agrees to submit for the annual tax bill and/or the spring cleanup mailing, to the Village Board, such calendars, leaflets and other informational material that the County may distribute/publish concerning the County's providing services to the residents of Village under this Agreement.

## **ARTICLE VII. RESIDENTIAL REFUSE HAULING/DISPOSAL**

Section 7.1. The County agrees to deliver all residential refuse collected under the terms of this Agreement and transport it to either the Adams County Landfill or an alternative landfill approved by the State of Wisconsin.

Section 7.2. It is understood that at no time is Adams County obligated to pick-up, transport and dispose hazardous wastes, medical wastes or any other wastes for which Adams County is not permitted to landfill at Adams County Landfill or which it does not possess the capability to recycle in accordance with its recycling program.

## **ARTICLE VIII. RESIDENTIAL RECYCLABLES/HAULING/DISPOSAL**

Section 8.1. The County shall cause the delivery of all residential source separated recyclable materials to Adams County Recycling Facility or such other alternative recycling facility approved by the State of Wisconsin. No residential source separated recyclable materials shall be delivered to the Adams County Landfill or any other sanitary landfill without the prior approval of the Village Board and the Adams County Solid Waste Department.

## **ARTICLE IX. REPORTING REQUIREMENTS**

Section 9.1. The County shall annually furnish the Village reports on the residential collection services performed by it under this Agreement showing the following information:

- (i) Number of tons of residential refuse hauled from the Village;
- (ii) Number of tons of residential recyclables hauled from the Village; and
- (iii) All other special waste pick-ups hauled from the Village. (For "special waste pick-ups" the County shall charge to the Village, as an additional

amount over and above that amount set forth in Article III of this Agreement, charges for such special waste pick-ups as listed below:

Spring Cleanup is \$68 per hour for each truck & driver with a disposal rate of \$60 per ton. Each Monitor or TV is \$5.00 (all other electronics are free), tires are \$3.00 off rim/\$5 on rim, and all appliances are \$15 each.

Section 9.2. The County shall maintain documentation from loads transported from the Village under this Agreement, such as weight scale tickets for all full loads and estimated, if partial loads. This documentation shall be made available upon request by the Village.

Section 9.3. The County agrees to provide such reports and information as may be reasonably required from time to time by the Village or as otherwise required by the State of Wisconsin. Recycling information will be provided to the Village as the Responsible Unit by January 31 of each year to meet grant reporting requirements.

## **ARTICLE X. TERM**

Section 10.1. The term of this Agreement shall be three (3) years beginning January 1, 2012 and ending on December 31, 2014. Either party may notify the other, in writing, at least ninety (90) days prior to the end of the term of the Agreement of its intent to renew the Agreement. The party receiving notice to renew must respond no later than thirty (30) days regarding acceptance or rejection of the renewal. The parties may mutually agree to extend or modify the Agreement per the timeline stated above.

## **ARTICLE XI. EARLY TERMINATION**

Section 11.1. Either party may terminate this Agreement, based upon default by the other party, by giving the other party sixty (60) days advance written notice of such termination. However, such termination shall not become effective if the defaulting party remedies or cures the default within thirty (30) days of the mailing of the written notice of default. Unsatisfactory service, thereby creating a default condition to this Agreement, shall include but not limited to, consistent or recurring failure to provide timely collection, omission of collections, failure to leave collection sites in good order, delivery of recyclables to landfills, failure to provide a regular and accurate accounting for said disposal of residential refuse and/or recyclables, or similar substantial deviations from requirements

## **ARTICLE XII. COMPLIANCE WITH LAWFUL AUTHORITY**

The County shall comply with all applicable federal, state statutes and local ordinances and administrative rules. Vehicles operated by the County shall be driven in a safe and lawful manner.



**ARTICLE XIII. NOTICE**

Section 13.1. Any notice required herein shall be sent by first class mail as follows:

- a) To the Village: Village of Oxford  
Shannon McMullin, Village Clerk  
PO Box 122  
Oxford, WI 53952  
Phone: (608) 586-4488, Fax: (608) 586-5901
- b) To the County: Adams County Solid Waste Department  
Myrna Diemert- Director  
1420 Highway 21  
Friendship, WI 53934  
Phone: (608) 339-9178, Fax: (608) 339-9147

**ARTICLE XIV. INSPECTION**

Section 14.1. All services by the County shall be subject to inspection, examination and test by an inspector designated by the Village at any and all times during the term of this Agreement. If upon inspection, the County is found to be in violation of Village ordinance or state code, the inspector may issue a written warning to the County. The County shall have up to thirty (30) days to correct the violation.

**ARTICLE XVI. ENTIRE AGREEMENT**

Section 16.1. This Agreement contains the entire Agreement between the parties. There exist no other agreements, oral or written, which are not contained in their entirety within this Agreement. Any modification by the Agreement shall be in writing and signed by the respective parties.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2011

**VILLAGE OF OXFORD**

**ADAMS COUNTY**

\_\_\_\_\_  
Erwin Meyer, Village President

\_\_\_\_\_  
Al Sebastiani, County Board Chair

\_\_\_\_\_  
Shannon McMullin, Village Clerk

\_\_\_\_\_  
Cindy Phillippi, County Clerk

**RESOLUTION TO ESTABLISH A NEW, NON-LAPSING UW-EXTENSION ACCOUNT  
FOR ADMINISTRATION OF HENNING ESTATE BEQUEST TO "ADAMS COUNTY  
COMMUNITY CENTER"**

**INTRODUCED BY:** Extension Committee

**INTENT & SYNOPSIS:** To establish a new, non-lapsing UW-Extension account for administration of bequests funds from the Estate of Harold Henning, Adams County Probate Case No. 11PR06A, to be used exclusively for the purposes of "the Adams County 4-H Organizations".

**FISCAL NOTE:** Receipt of 5% of the Henning Estate net value.

**WHEREAS:** The Adams County UW-Extension office oversees the Adams County 4-H organization; and

**WHEREAS:** The Estate of Harold Henning, Adams County Probate No. 11PR06A, has bequeathed to the "the Adams County 4-H organizations," 5% of the net estate value; and

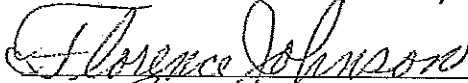
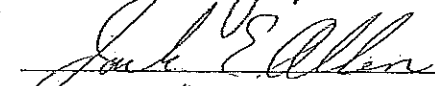
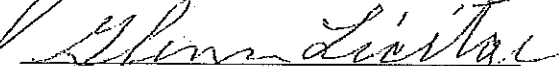
**WHEREAS:** A \$20,000.00 Partial Distribution of the Estate has been received by the Adams County UW-Extension Department; and

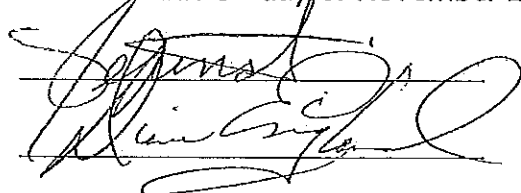
**WHEREAS:** The Estate of Harold Henning anticipates making a Final Distribution upon closure of the Estate, possibly into fiscal year 2012; and

**WHEREAS:** Maintaining said funds in a non-lapsing account will protect and preserve the funds and assure that they are applied solely to the Adams County 4-H organization.

**NOW THEREFORE, BE IT RESOLVED:** That the Adams County Board of Supervisors hereby approves that a new non-lapsing account be created for administration of funds received from the Estate of Harold Henning, Adams County Probate Case No. 11PR06A, to be used exclusively for the purposes of "the Adams County 4-H organizations."

Recommended for adoption by the Extension Committee this 8<sup>th</sup> day of November 2011.



Adopted \_\_\_\_\_

Defeated \_\_\_\_\_

Tabled \_\_\_\_\_

by the Adams County Board of Supervisors this 15<sup>th</sup> Day of  
November 2011

\_\_\_\_\_  
County Board Chair

\_\_\_\_\_  
County Clerk

## AMENDMENT OF ADAMS COUNTY ZONING ORDINANCE

WHEREAS: The Adams County Board of Supervisors adopted the amended Adams County Zoning Ordinance as Ordinance No. 46-2006 on September 19, 2006, which was effective upon publication on September 27, 2006, and which was approved by the town board of the Town of Dell Prairie on November 14, 2006, such approval having been filed with the Adams County Clerk pursuant to Section 59.69 of the Wisconsin Statutes; and

WHEREAS: On August 24, 2011, Greg Stroede, owner, petitioned the Adams County Board of Supervisors to amend the county zoning ordinance to rezone a portion of a parcel of land in the Town of Dell Prairie, as hereinafter described; and

WHEREAS: A public hearing, with due notice, was conducted on that petition by the Adams County Planning and Zoning Committee on October 26, 2011, and the Adams County Planning and Zoning Committee, after evaluating all data and evidence presented at the public hearing, recommends enactment of the proposed zoning change and hereby submits this recommendation to the Adams County Board of Supervisors; now, therefore,

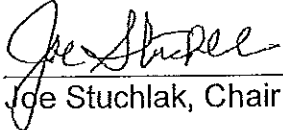
The County Board of Supervisors of the County of Adams does ordain as follows:

Zoning Change. The Adams County Zoning Ordinance, Ordinance No. 46-2006, and the corresponding zoning maps are hereby amended to reflect that a portion (4+ acres) of a 58.286 acre parcel is changed from an A1 Exclusive Agriculture District to an R2 Rural Residential District;

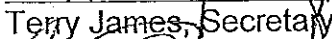
Property located in the NE ¼, NE ¼, Section 3, Township 14 North, Range 6 East at 3619 9<sup>th</sup> Avenue, Town of Dell Prairie, Adams County, Wisconsin.

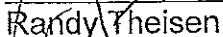
Published in the Times-Reporter, the official newspaper of Adams County, on the \_\_\_\_\_ day of November, 2011.

Recommended for enactment by the Adams County Planning and Zoning Committee on this 26<sup>th</sup> day of October, 2011.

  
Joe Stuchlak, Chair

  
Glenn Licitar, Vice-Chair

  
Terry James, Secretary

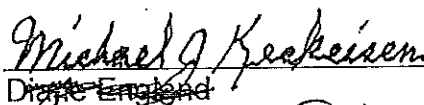
  
Randy Theisen

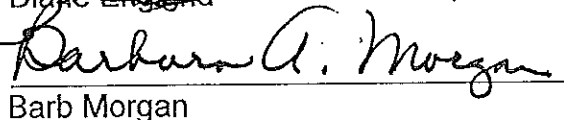
Enacted \_\_\_\_\_

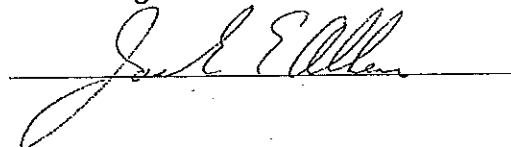
Defeated \_\_\_\_\_ by the Adams County Board of Supervisors

Tabled \_\_\_\_\_ this \_\_\_\_\_ day of November, 2011

Al Sebastiani, Board Chair

  
Michael J. Keckisen  
~~Draft England~~

  
Barb Morgan

  
Jack E. Allen

Cindy Phillippi, County Clerk



Ord. 18/8  
2011

## PLANNING AND ZONING DEPARTMENT

P.O. BOX 187, COURTHOUSE  
FRIENDSHIP, WI 53934  
PHONE: 608-339-4222  
[www.co.adams.wi.gov](http://www.co.adams.wi.gov)

ADAMS CO PLANNING & ZONING COMMITTEE  
October 26, 2011 – Room A260 -Courthouse  
Friendship, WI 53934 – 9:00 A.M.

Greg Stroede – Rezoning request of a portion(4+ acres) of a 58.286 acre parcel from an A1 Exclusive Agriculture District to an R2 Rural Residential District of the Adams County Comprehensive Zoning Ordinance to allow the residence to be parceled off on property located in the NE ¼, NE ¼, Section 3, Township 14 North, Range 6 East at 3619 9<sup>th</sup> Avenue, Town of Dell Prairie, Adams County, Wisconsin.

Appearing for with testimony: Greg Stroede, owner.

No one appearing against.

Correspondence: Notification from the Town of Dell Prairie that they do no object to the request. Telephone calls from Robert Schuster with no objections. Telephone call from Edward Brown with no objections.

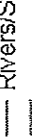
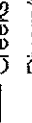
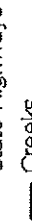
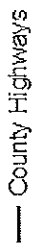
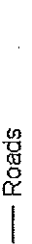
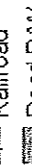
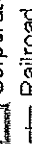
Disposition: Terry James made a motion to recommend enactment of the zoning change, on the above-described property, to the County Board for final action. Barb Morgan seconded the motion. Roll Call Vote: 6 -Yes. Motion carried.



Subscription GIS  
STROEDE NE, NE 3-14-6  
DELL PRAIRIE

### Legend

- ## Property Addresses



## Lakes

Parce

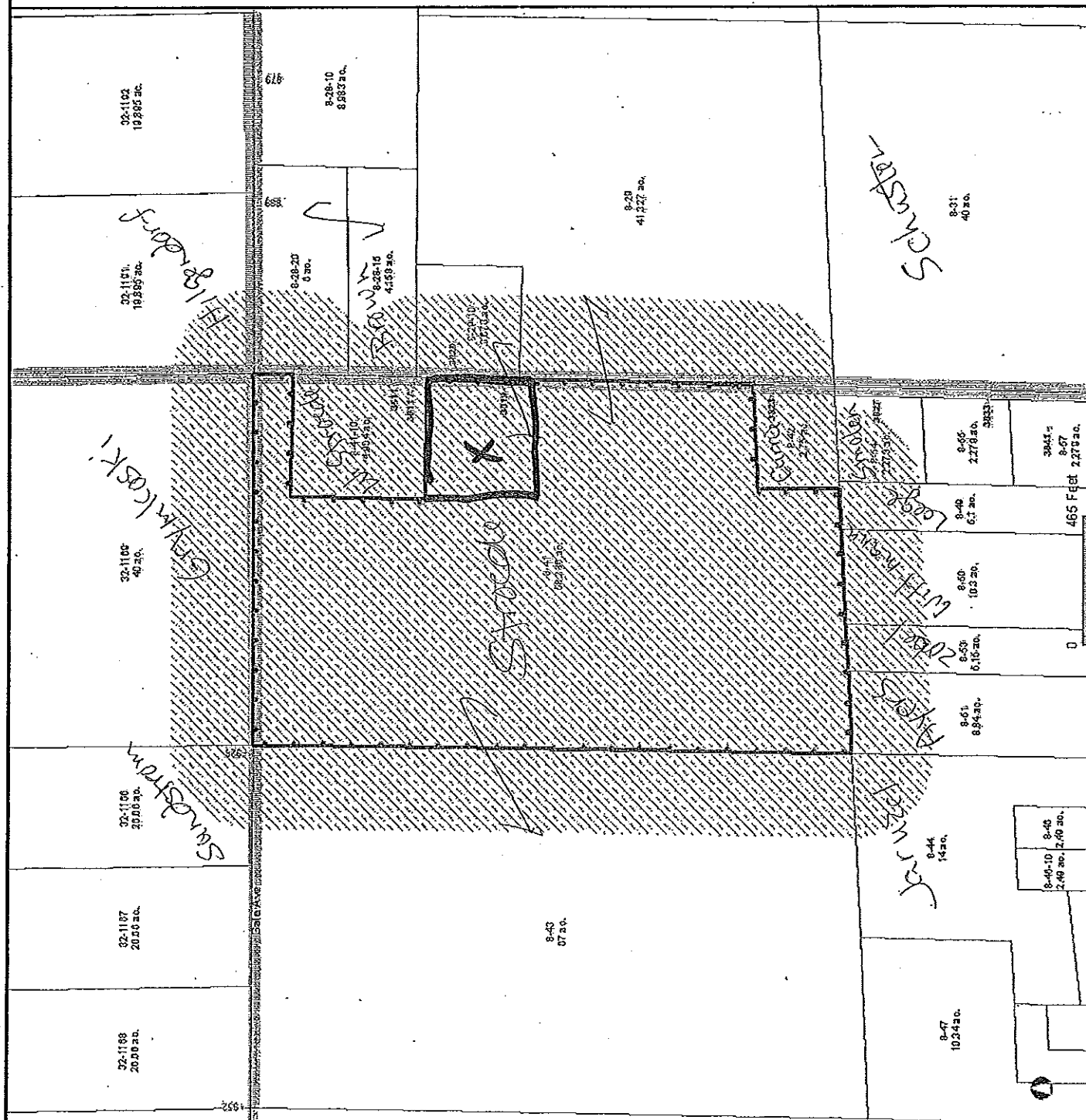


Map Disclaimer: Information displayed on this map was developed from various sources and is not guaranteed to be accurate or complete. No warranty is made by the State of Michigan for information from available public records. This information is intended for general location purposes only and in support of Chap. 70, Wis. Statutes. Map data is NUT a substitute for a survey. Map information verification is the responsibility of the user.

Map generated: 08/24/2011



**PROFESSIONAL SERVICES**  
TRANSPORTATION • MUNICIPAL  
DEVELOPMENT • ENVIRONMENTAL



ORDINANCE 2011 - 19  
AMENDMENT OF ADAMS COUNTY ZONING ORDINANCE

P114

WHEREAS: The Adams County Board of Supervisors adopted the amended Adams County Zoning Ordinance as Ordinance No. 17A, 2011 on December 21, 2010, which was effective upon publication on January 5, 2011, and which was approved by the town board of the Town of New Haven on February 24, 2011, such approval having been filed with the Adams County Clerk pursuant to section 59.69 of the Wisconsin Statutes; and

WHEREAS: On August 30, 2011, Michael & Bonnie Julson petitioned the Adams County Board of Supervisors to amend the county zoning ordinance to rezone a portion of two parcels of land in the Town of New Haven, as hereinafter described; and

WHEREAS: A public hearing, with due notice, was conducted on that petition by the Adams County Planning and Zoning Committee on October 26, 2011, and the Adams County Planning and Zoning Committee, after evaluating all data and evidence presented at the public hearing, recommends enactment of the proposed zoning change and hereby submits this proposed zoning ordinance to the Adams County Board of Supervisors; now, therefore,

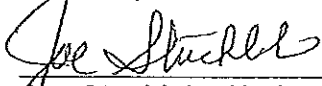
The County Board of Supervisors of the County of Adams does ordain as follows:

Zoning Change. The Adams County Zoning Ordinance, Ordinance No. 17A, 2011, and the corresponding zoning maps are hereby amended to reflect that the following described property be changed from an A1 Exclusive Agriculture District to an R1 Single Family Residential District (.84 acres) and to an R1 LL Single Family Residential District (2.4 acres);

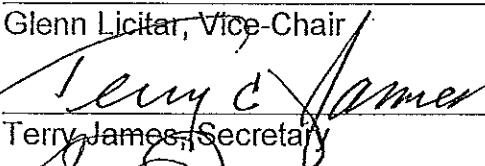
Properties located in the NE ¼, NE ¼, Section 33 and NW ¼, NW ¼, Section 34, Town 14 North, Range 7 East, at 4115 Cty Trk G, Town of New Haven, Adams County, Wisconsin.

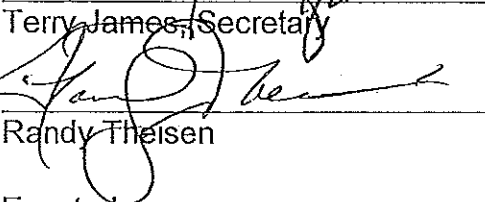
Published in the Times-Reporter, the official newspaper of Adams County, on the \_\_\_\_\_ day of November, 2011.

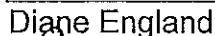
Recommended for enactment by the Adams County Planning and Zoning Committee on this 26th day of October, 2011.

  
Joe Stuchlak, Chair

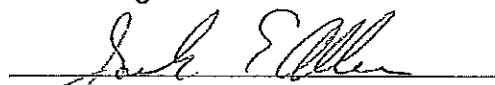
Glenn Licitar, Vice-Chair

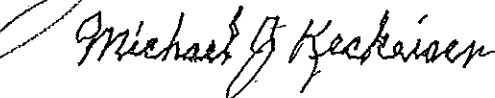
  
Terry James, Secretary

  
Randy Theisen

  
Diane England

  
Barb Morgan

  
John E. Allen

  
Michael J. Heckeisen

Enacted \_\_\_\_\_  
Defeated \_\_\_\_\_ by the Adams County Board of Supervisors  
Tabled \_\_\_\_\_ this \_\_\_\_\_ day of November, 2011

Al Sebastiani, Board Chair

Cindy Phillippi, County Clerk



## PLANNING AND ZONING DEPARTMENT

P.O. BOX 187, COURTHOUSE

FRIENDSHIP, WI 53934

PHONE: 608-339-4222

[www.co.adams.wi.gov](http://www.co.adams.wi.gov)

ADAMS CO PLANNING & ZONING COMMITTEE

October 26, 2011 – Room A260 -Courthouse

Friendship, WI 53934 – 9:00 A.M.

Michael C. & Bonnie L. Julson – Rezoning request of a portion of two parcels from an A1 Exclusive Agriculture District to an R1 Single Family Residential District (.84 acres) and to an R1 LL Single Family Residential District (2.4 acres) of the Adams County Comprehensive Zoning Ordinance to allow residential use on properties located in the NE ¼, NE ¼, Section 33 and NW ¼, NW ¼, Section 34, Town 14 North, Range 7 East, at 4115 Cty Trk G, Town of New Haven, Adams County, Wisconsin.

Appearing for with testimony: Greg Rhinehart, MSA Professional Services representing the Julson's.

No one appearing against.

Correspondence: Notification from the Town of New Haven that they do no object to the request. Telephone call from Tom Storandt with no objections. Memo from Patrick Kotlowski, Highway Commissioner with no concerns, other than they would not issue a driveway permit to a land locked property.

Disposition: Randy Theisen made a motion to recommend enactment of the zoning change, on the above-described property, to the County Board for final action. Jack Allen seconded the motion. Roll Call Vote: 6 -Yes. Motion carried.

P116



# Subscription GIS JULSON NE, NE SEC 33

## Legend

Property Addresses

Corporate Limits

Railroad

Road R/W

Roads

County Highways

State Highways

Creeks

Rivers/Streams

Lakes

Parcels

Subdivisions

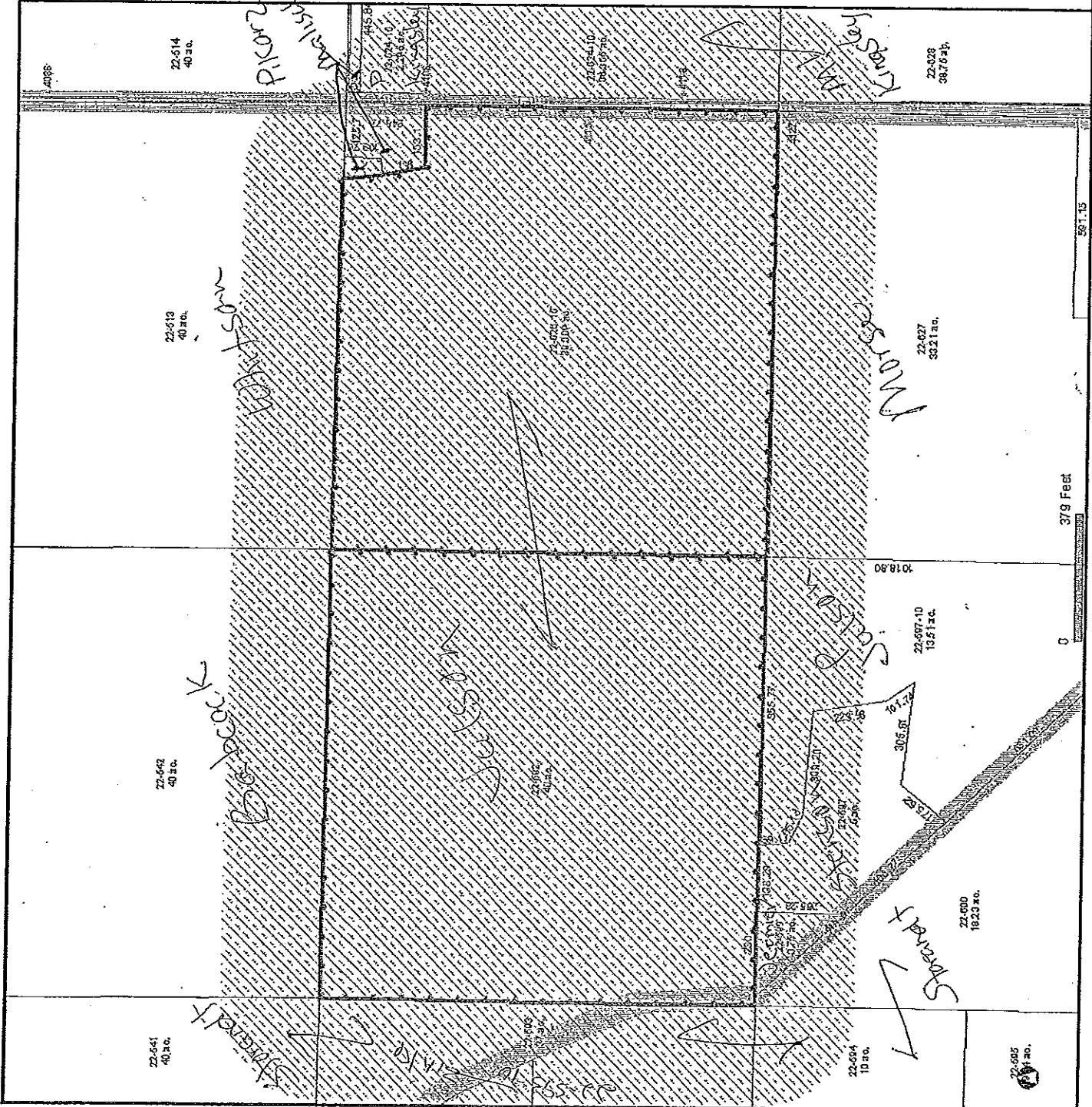
RecStatus

Recorded Subdivisions

Unrecorded Subdivisions

Map Disclaimer: Information displayed on this map was developed from various sources and from available public records. This information is intended for general location purposes only and in support of Chap. 70, Wis. Statutes. Map data is NOT a substitute for a survey. Map information verification is the responsibility of the user.

Map generated: 08/30/2011





Lezon 2-4 Acres  
to sell to  
adjacent Owner  
who will combine  
all 3 lots into  
1



VERMIER



ORDINANCE 2011- 20

**ORDINANCE ADOPTING  
COUNTY RECORDS RETENTION/DISPOSITION SCHEDULE**

The County Board of Supervisors of the County of Adams does ordain as follows:

**WHEREAS:** The State of Wisconsin Public Records Board has approved a model County Records Retention/Disposition Schedule; and

**WHEREAS:** Pursuant to Wis. Stats. §19.21(4)(c), the County of Adams may provide for the keeping and preservation of public records and shall make such provision by Ordinance or Resolution; and

**WHEREAS:** Pursuant to Wis. Stats. §16.61(3)(b), the County of Adams may request the Wisconsin Department of Administration, Public Records Board, to safeguard the legal, financial and historical interests of the State in public records; and

**WHEREAS:** It is in the best interest of Adams County that a County Records Retention/Disposition Schedule be adopted.

**NOW THEREFORE, the Adams County Board of Supervisors does hereby ordain as follows:**

1. That the attached County Records Retention/Disposition Schedule is hereby adopted in its entirety, and each County Department shall be governed by the retention/disposition schedule contained therein.
2. That Ordinance No. 10-1993, amended by Ordinance No. 13-1997, and all other prior Ordinances or Resolutions, or parts thereof, governing County records retention or disposition, are hereby repealed.
3. That Adams County may submit a Records Retention/Disposition Authorization to the Wisconsin Department of Administration Public Records Board for the safeguard of legal, financial and historical interests of the State in Adams County public records as deemed in the best interest of Adams County.
4. This Ordinance is effective upon the date of adoption by the Adams County Board.

Recommended for enactment by the Administrative/Finance Committee this 14<sup>th</sup> day of November, 2011.

*[Signature]*  
*[Signature]*

Enacted \_\_\_\_\_  
 Defeated \_\_\_\_\_ by the Adams County Board of Supervisors  
 Tabled \_\_\_\_\_ this \_\_\_\_\_ day of December, 2011.

Chairman

County Clerk

Ord# 20 2011

# COUNTY RECORDS RETENTION/DISPOSITION SCHEDULE

## GENERAL SCHEDULE [RECORDS COMMON TO MOST COUNTY AGENCIES, BOARDS, COMMISSIONS, COMMITTEES, DEPARTMENTS, OR OFFICES]

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (\$19.33 Wis. Stats.)	Notes
	<b>General Schedules (records typically found throughout the county)</b>					
	Accounts Payable (and supporting documents)	CR + 7 years		Waived		Balance owed to a creditor.
	Accounts Receivable (and supporting documents)	CR + 3 years		Waived		Balance owed by a debtor.
	Accrued Paid Leave Credit	S		Waived		Compensatory time, PTO, sick vacation or other.
	Agendas	CR + 1 year		Waived		
	Agreements	7 years after last effective date thereof	\$59.52(4)(a) 10 Wis. Stats.	Waived		
	Annual Reports	CR + 3 years		Notify		
	Any record subject to audit, claim, or litigation.	Until permission to destroy is obtained from Corporation Counsel				
	Artwork/ Print Masters	S		Waived		
	As-Built Drawings	Life of Project		Notify		
	Audit (external)	CR + 7 years		Waived		This includes any records associated with an audit.
	Audit (internal)	S		Waived		This includes any records associated with an audit.
	Bank Deposits	CR + 7 years		Waived		
	Bank Statements / Reconciliations	CR + 7 years	\$59.61 Wis. Stats.	Waived		
	Boilerplate Forms	S		Waived		
	Blueprints (county facilities)	S		Waived		Retain until and unless superseded by as-built drawing.
	Budget (county)	CR + 3 years		Waived		Includes all records required under §65.90 Wis. Stats.
	By-Laws	S		Waived		
	Calendars	S		Waived		
	Cash Register Tapes	CR + 7 years		Waived		
P120	Chart of Accounts (Object Codes)	CR + 3 years		Waived		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (\$19.33 Wis. Stats.)	Notes
	Checks (cancelled / voided)	*CR + 7 years	\$59.52(4)(a)16 Wis. Stats.	Waived		
	Checks (duplicates, registers and/or logs)	CR + 7 years		Waived		
	Citations (copies)	CR + 2 years		Waived		
	Claims Made (general liability and property damage)	EVT + 3 years: EVT = Closure		Waived		
	Claims Paid (general liability and property damage)	EVT + 3 years: EVT = Payment	\$59.52(4)(a)9 Wis. Stats.	Waived		Includes papers supporting such claims
	Code of Ethics (county)	S		Waived		
	Computer Printouts	S		Waived		
	Construction Plans (county facilities)	Life of Structure		Notify		
	Continuity of Operation (CCOP Plans) Continuity of	S		Waived		
	Government (COG) Plans					
	Contracts	7 years after last effective date thereof	\$59.52(4)(a)10 Wis. Stats.			
	Correspondence (general)	CR + 3 years		Waived		
	Directory Information	S		Waived		
	Fixed Assets	EVT + 1 year; EVT = Disposition		Waived		Land, land improvements, buildings, machinery and equipment, and construction in progress.
	Fund Transfers	FIS + 4 years		Waived		
	Grant Information (application, denial, award, agreement, financial reports, and supporting documentation)	EVT + 4 years; EVT = Notification of Denial or Grant Completion		Waived		Unless otherwise specified in the terms and conditions of the award.
	Indexes	S		Waived		Until superseded or as long as the records they index exist.
	Insurance Policies (to which the county is a party)	7 years after last effective date thereof	\$59.52(4)(a)10 Wis. Stats.	Waived		Consider permanent retention, as may be relevant for current claims
	Inventories (equipment and furnishings)	S		Waived		
	Invitations to Bid/Requests for Proposal	7 years after completion of the work	\$59.52(4)(a)10 Wis. Stats.	Waived		Includes instructions, specifications, proof of advertisement, successful bids/proposals, agreements, contracts, and any related records
	Journal Entries/General Ledger	FIS + 4 years		Notify		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (\$19.33 Wis. Stats.)	Notes
	Leases	7 years after last effective date thereof	\$59.52(4)(a)10 Wis. Stats.	Waived		
	Ledger Card Reports, EOM (BAS)	S		Waived		
	Ledger Card Reports, EOY (BAS)	S		Waived		
	Legal Opinions	Permanent		Waived		
	Mailing Lists	S		Waived		
	Maintenance Service Request Form	EVT: EVT = Project Completion		Waived		
	Manual Warrants	CR + 1 year		Waived		
	Manuals (equipment)	Life of Asset		Waived		
	Master Project Files	CR + 20 years		Waived		
	Material Safety Data Sheets	EVT + 30 years: EVT = Date substance received	\$101.583(1)(a) Wis. Stats.	Waived		Toxic substance information requirements
	Minutes (commissions, committees and boards)	CR + 3 years		Notify		Original minutes only
	Ordinances and Resolutions (enacted/adopted)	S		Notify		
	Organizational Charts	S		Waived		
	Payment Vouchers	FIS + 4 years		Waived		FLSA
	Payroll Records	CR + 3 years		Waived		
	Personnel (expenses)	S		Waived		
	Personnel (files)	EVT + 7 years: EVT = Separation from employment		Waived		C, PII
	Personnel (grievances)	EVT + 7 years: EVT = Case closed		Waived		
	Personnel (job descriptions)	S		Waived		
	Personnel (performance evaluations)	EVT + 7 years: EVT = Separation from employment		Waived		C, PII
	Personnel (recruitment and selection)	1 year from date of personnel action		Waived		Includes advertisements, notices, applications, tests/results, C, PII
	Policy & Procedures Manual	S		Waived		
	Professional Affiliations/Associations	S		Waived		
	Purchase Orders	S		Waived		
	Purchase Requisitions	S		Waived		
	Receipts (Clerk's copy of Treasurer's)	CR + 4 years: or undl audited, whichever is earlier	\$59.52(4)(a)(12) Wis. Stats	Waived		
P122	Receipts (general)	CR + 1 year	\$59.52(4) Wis. Stats	Waived		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (\$19.33 Wis. Stats.)	Notes
	Receipts (money collected or received)	CR + 3 years; or until audited, whichever is earlier	\$59.61 (1) Wis. Stats.	Waived		
	Records Management Findings & Recommendations	S		Waived		
	Report	S		Waived		WPRB approval "sunsets" after 10 years
	Records Retention Schedules	S		Waived		
	Reference Materials (books, magazines, pamphlets, brochures, newsletters, etc.)	S		Waived		Retain as long as administratively useful
	Reports (routine)	S		Waived		
	Service Receipts	CR + 2 years		Waived		
	Strategic Plan (county)	S		Waived		
	Studies - final draft	CR + 7 years		Notify		
	Supply Orders	EVT: EVT = Order filled, invoiced, & paid		Waived		
	Surveillance Recordings (facility/non-evidentiary)	CR + 121 Days	\$893.80 Wis. Stats.	Waived		
	Survey	CR + 3 years		Waived		
	Telephone Logs/Message Slips/Voice Mail	S		Waived		Any routine documentation of incoming or outgoing calls. Only retain as long as administratively necessary.
	Telephone Service Request Form	EVT: EVT = Project Completion		Waived		
	Tickler Files (follow-up)	S		Waived		
	Tracking Records (activity)	CR + 1 year		Waived		
	Training	S		Waived		Specific requirements may require that particular records of training be kept for a longer period.
	Vendor Information	S		Waived		
	Vouchers / Order Register	*CR + 7 years		Waived		
	Warranty Records	Life of asset or end of warranty, whichever occurs first		Waived		
	Worker's Compensation Claims	EVT + 12 years; EVT = Later of injury, claim or closure	Ch. 102 Wis. Stats.	Waived		
* Time reduced to two (2) years if the original records are maintained in the Clerk or Treasurer's office.						
	Airport					



Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Aircraft - Wildlife Incidents	CR + 1 year		Waived		
	Airport Improvement Program (AIP)	S		Waived		
	Airport Licensure	S		Waived		FAA, Wis Dot BOA, &/or FCC
	Airport Protection Plans and Specifications	CR + 7 years	§114.135 Wis. Stats.	Waived		
	Operating and Financial Reports/Summaries	CR + 7 years		Waived		FAA, Wis. Dot BOA, &/or NTSB

	<b>Buildings, Facilities, and Grounds</b>					
	Access Control List (e.g., Key, Swipe Card, Key Fob, and/or Access Code)	P/S		Waived		
	Buildings, Facilities & Grounds Data	S		Waived		
	Construction Project Planning, Proposal & Administration Records	7 years after project completion		Waived		
	Construction Submittals (e.g., Shop Drawings, Samples, & Product Data)	P		N/A		
	Environmental Health & Safety Records	CR + 7 years		Waived		
	Equipment, Systems, & Vehicles (e.g., Purchase Information, Instruction Manuals, Maintenance Agreements, Maintenance Logs, Warranties)	Life of Equipment, System, or Vehicle		Waived		
	Incident Reports	CR + 3 years		Waived		

	<b>Child Support</b>					
	Administrative Cost Claims	EVT + 3 years: EVT = Submission of last expenditure report	45 CFR 92.42 (b)(1) & Wis. DCF	Waived		Includes supporting documentation (e.g., costs and revenues)
	Case Records	EVT + 7 years: EVT = Closure		Waived		C, PII
	Child Support Divorce	EVT + 7 years: EVT = Closure		Waived		
	Client Assistance (out of county)	CR + 7 years		Waived		
	Client Logs	S		Waived		
	Expenditure Reports & Supporting Documentation	CR + 3 years	45 CFR 74.20 - 74.25	Waived		
	IRS Records List	EVT + 7 years: EVT = Closure		Waived		
	Misdemeanor and Felony Non-Support Files	EVT + 7 years: EVT = Closure		Waived		
	Paternity Files, post judgments	EVT + 7 years: EVT = Closure		Waived		
	Paternity Files, pre-judgments, dismissed	CR + 3 years		Waived		
	Paternity Files, pre-judgments, not pursued	CR + 3 years		Waived		



Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Reciprocal Support Cases (Interstate cases - i.e., UIFSA, URESA)	EVT + 7 years: EVT = Closure		Waived		
	Records of Required Client Notification	CR + 3 years	46 CFR 74.20 - 74.25	Waived		
	Statistical Reports & Supporting Documentation	CR + 3 years	45 CFR 74.20 - 74.25	Waived		
	Warrants & Capias	EVT + 3 years: EVT = Vacated, Served, or Closed		Waived		
	<b>Corporation Counsel</b>					
	<b>Legal</b>					
	Case files, litigation	EVT + 3 years: EVT = Closure or when appeal time has run, whichever is longer or per SCR		Waived		C
	Case files, non-litigation	CR+3 years		Waived		
	CHIPS (Child in Need of Protective Services) Juvenile Records	EVT + 2 years: EVT = Child's 18th Birthday		Waived		C
	CHIPS (Child in Need of Protective Services) Petitions	S		Waived		C
	Department Files	CR + 3 years		Waived		
	Dismissals - 51.45	CR + 3 years		Waived		
	Guardianship Files	EVT + 7 years: EVT = Termination of Guardianship		Waived		C
	Lawsuits and Habeas Corpus	EVT + 3 years: EVT = Closure or when appeal time has run, whichever is longer or per SCR		Waived		
	Legal Fees, Outside Counsel	EVT + 5 years: EVT = No		Waived		
	Legal Memoranda	Permanent		P		C
	Legal Opinions	Permanent		P		C
	Liability Claims	EVT + 7 years: EVT = Expiration		Waived		
	Mental Commitment Cases	EVT + 3 years: EVT = Closed		Waived		C
	Ordinance Cover Sheets	EVT + 3 years: EVT = Board Approval		Waived		
	Parks and Land Use and Environmental Ordinance Enforcement Files	3 years after resolution		Waived		
	Real Estate Closing Files	Permanent		N/A		
	Termination of Parental Rights (TPRs)	EVT + 45 days: EVT = Child's 19th Birthday		Waived		C

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Tuency Referrals	EVT + 1 year; EVT = Child's 18th Birthday		Waived		C
	<b>County Clerk</b>					
	Officially adopt the County Clerk's General Schedule (compiled by WHS and approved by WPRB), which is incorporated herein by reference as presently constituted or hereafter revised (see Addendum B).					
	<b>County Treasurer</b>					
	Officially adopt the County Treasurer's General Schedule (compiled by WHS and approved by WPRB), which is incorporated herein by reference as presently constituted or hereafter revised (see Addendum C).					
	<b>Court Records</b>					
	The retention and disposal of all court records is governed by Section 757.54 Wisconsin Statutes and Chapter SCR 72, which are incorporated herein by reference as presently constituted or hereafter revised (see Addendum D).					
	<b>Data Processing</b>					
	Annual Back-Ups	CR + 7 years		Waived		
	Daily Back-Ups	CR + 15 days		Waived		
	Monthly Back-Ups	CR + 1 year		Waived		
	Special Back-Ups (end of tax processing, etc.)	CR + 7 years		Waived		
	Telephone Records: System Back-Up Records	CR + 15 days		Waived		
	Telephone Records: System Call Records	CR + 6 Months		Waived		
	<b>District Attorney</b>					
	The general schedule applicable to the District Attorney is attached hereto as Addendum F and incorporated herein by reference.					
	<b>Economic Support and Workforce Development</b>					
	Public Assistance Case Records and Other Record Materials (General)	EVT + 3 years; EVT = Date of Closing	Ch. 49 & §59.52(4)(a) 18 Wis. Stats., Ch. DCF 121 Wis. Adm. Code, Income Maintenance Manual, and Wis. DCF and/or Wis. DHS directives	Waived		Face sheet or similar record of each case and a financial record of all payments for each aid account must be preserved in accordance with rules adopted by Wis. DCF and/or Wis. DHS, C, PII

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Public Assistance - Divestment & Asset Allocation (Medicaid), Fraud, Intentional Program Violation, Overpayment, and Quality Control Review	EVT + 3 years; EVT = When the issues have been resolved or Wis. DCF and/or Wis. DHS instructs that the records may be destroyed, whichever is earlier.	Ch. 49 & §59.52(4)(e) 18 Wis. Stats., Ch. DCF 121 Wis. Adm. Code, Income Maintenance Manual, and Wis. DCF and/or Wis. DHS directives	Waived		C, PII

\*\*\*Records may not be subject to the foregoing retention requirements if scanned in the Electronic Case File (ECF), Client Assistance for Reemployment and Economic Support (CARES) or other Wis. DCF and/or Wis. DHS system. It is recommended that paper documents be retained for one week after scanning.

Emergency Management (Ch. 323 Wis. Stats.)						
	Claims Arising During State of Emergency	CR + 121 days	§§257.03 and 893.82 Wis. Stats.	Waived		
	Declaration of Emergency (Proclamation, Resolution and/or Ordinance)	CR + 7 years	§§323.11 and 14(4) Wis. Stats.	Waived		
	Emergency Management Plan	S	§323.14(1) Wis. Stats.	Waived		
	Emergency Planning Grants	CR + 7 years	§323.61 Wis. Stats.	Waived		
	Hazardous Substance Information	CR + 7 years	§323.60 Wis. Stats., CERCLA, EPCRA, SARA	Waived		
	Local Emergency Planning Committee	S	§59.54(8) Wis. Stats.	Waived		
	Local Emergency Response Team - Reimbursement Claim	EVT + 5 years; EVT = Reimbursement	§WEM 6.09 Wis. Adm. Code	Waived		Must give Wis DEM 60-days written notice before any such record may be destroyed
	Mutual Assistance - State of Emergency	CR + 7 years	§66.0314(1)(a) Wis. Stats.	Waived		
	Worker's Compensation Claim	EVT + 12 years; EVT = Occurrence	Ch. 102 and §323.40 Wis. Stats.	Waived		Tied to worker's compensation claim statute of limitations
	Emergency Medical Services Program (Ch. 256 Wis. Stats.)					
	Ambulance Run	CR + 7 years	§256.15(12)(b) Wis. Stats.	Waived		Confidentiality of Patient Health Care Records §146.82 Wis. Stats. C, PII

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (\$19.33 Wis. Stats.)	Notes
	Emergency Medical Services Program Personnel Certification, Licensure and/or Training	S	\$256.15 Wis. Stats.	Waived		
	Emergency Medical Services Program Plan(s)	S	\$256.12 Wis. Stats.	Waived		
	Mutual Assistance - State of Emergency	CR + 7 years	\$66.03 4(1)(b) Wis. Stats.	Waived		

	<b>Executive/Administrator/Administrative Coordinator (\$859.17, .18. and .19 Wis. Stats.)</b>					
	<b>Administration</b>					
	Board and Commission Appointments/Confirmation (if required)	S	\$59.17(2)(c) and .18(2)(c) Wis. Stats.	Waived		
	Department Head Appointments/Confirmation (if required)	S	\$859.17(2)(b), (2)(br) and .18(2)(b) Wis. Stats.	Waived		
	Message to the Board	CR + 7 years	\$859.17(5) and .18(5) Wis. Stats.	Waived		Only if communicated to the county board in writing.
	Resolution or Petition and Referendum Creating the Office	S	\$859.17(1) and .18(1) Wis. Stats.	Waived		
	Resolutions or Ordinances - Approval or Veto	P	\$59.17	N/A		
	<b>Community Development</b>					
	Annual Grant Application	CR + 3 years		Waived		
	Audits, community block grant	CR + 7 years	24CFR	Waived		
	Census Books	S		Waived		
	Environmental Reviews	CR + 7 years		Notify		
	Federal Regulations	S		Waived		
	Grant Awards	CR + 7 years	24CFR	Waived		
	Home Regulations	S		Waived		
	HUD Disaster Recovery Initiative Fund Files	CR + 5 years		Waived		
	HUD Grantee Performance Reports	CR + 7 years	24CFR	Waived		
	Labor Standard Projects	CR + 7 years	24CFR	Waived		
	Labor Standard Wage Files	CR + 7 years	24CFR	Waived		
	Sub Grantee Project Files - CDBG (Community Development Block Grant)	CR + 7 years	24CFR	Waived		
	Sub Grantee Project Files - Home	CR + 7 years	570.502(a)(16) 24CFR	Waived		
	<b>Senior Services</b>					
	Adult Day Care Records	CR + 3 years		Waived		C
	Adult Day Care Tracking Statistics	EVT + 3 years: EVT = Audited		Waived		
	Area Agency on Aging Reports - Includes nutritional meal program summary	CR + 7 years		Waived		
28	Benefit Specialist Client Files	EVT + 7 years: EVT = File Closed	s. 46.81 & 59.52 & HSS 245.03	Waived		C

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (\$19.33 Wis. Stats.)	Notes
✓	Benefit Specialist Report	S	s. 46.81	Waived		C
✓	Client Assessments for Home Delivered Meals and Supportive Services	CR + 3 years		Waived		C
✓	Client Donation Deposits	CR + 7 years		Waived		
✓	Client Files - Includes complaints, HDM assessments and pre-authorizations	EVT + 7 years: EVT = File Closed	s. 59.52	Waived		C
✓	Client Nutrition Site Changes, site counts and daily meal counts	CR + 4 years		Waived		
✓	Client Statements (Revenue Received)	CR + 3 years		Waived		
✓	Commission on Aging - business related materials	CR + 7 years		Waived		
✓	Complaint Grievance File	CR + 3 years		Waived		
✓	Congregate Billings	CR + 3 years		Waived		
✓	Congregate Participant Logs Book	CR + 7 years		Waived		
✓	Congregate Registration Forms	CR + 7 years		Waived		
✓	Contract Monitoring Files	CR + 7 years		Waived		
✓	Contract Provider Billing Reports, invoices	CR + 7 years		Waived		
✓	Contracts Not Related to Purchasing	CR + 3 years		Waived		
✓	Day Care Client Billings	CR + 7 years		Waived		
✓	Elder Abuse Reports	CR + 7 years	s. 46.90	Waived		
✓	Factors Database Program	S		Waived		
✓	Grant Applications	EVT + 4 years: EVT =		Waived		
✓	Grant Task Force	S		Waived		
✓	Greeter Program Files	CR + 3 years		Waived		
✓	Home Delivered Meals	CR + 7 years		Waived		
✓	Home Delivered Meals, monthly computer printout reports	CR + 3 years		Waived		
✓	Home Delivered Meals, tracking index cards	CR + 7 years	s. 46.85	Waived		
✓	Home Delivered Meals, volunteer mileage reports	CR + 7 years	s. 46.85	Waived		
✓	Home Delivery Meals, client charge log, daily activity log, and daily vendor order sheet	CR + 7 years		Waived		
✓	ID Applications	CR + 5 years		Waived		
✓	ID Receipts	CR + 5 years		Waived		
✓	ID Reconciliation Book	CR + 5 years		Waived		
✓	Information & Assistance (I & A) Files (EOY)	EVT + 7 years: EVT = Audited		Waived		C
✓	Information & Assistance Phone Logs	CR + 7 years		Waived		C
✓	Information Systems Capital Project Documents	CR + 2 years		Waived		
✓	Legal Action Files (Legal Action of Wisconsin)	S		Waived		
✓	Long Term Redesign Project	CR + 4 years		Waived		
✓	Medicare Vans, weekly billings	CR + 3 years	s. 85.21	Waived		
✓	Nutrition Checks	CR + 3 years		Waived		
✓	Nutrition Program Records	CR + 3 years		Waived		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (\$19.33 Wis. Stats.)	Notes
	Daily Activities Report	CR + 7 years	\$19.21 Wis. Stats.	Waived		
	Daily Deposit Spreadsheets	CR + 7 years		Waived		C, PII
	Employee Expense Accounts	CR + 7 years		Waived		
	Evening Security Logs	CR + 3 Months		Waived		
	Fiscal Records, Billing, Budget	CR + 7 years	\$19.21 Wis. Stats.	Waived		
	Grant Reconciliation Working Papers	Permanent		N/A		
	Grants	EVT + 4 years: EVT = Notification of Denial or Grant		Waived		
	HIPAA Documentation (Health Insurance Portability and Accountability Act)	CR + 7 years	HIPAA	Waived		C, PII
	Hospital Fiscal Survey	Permanent		N/A		
	Incident / Injury Reports	CR + 7 years	\$19.21 Wis. Stats.	Waived		C, PII
	Inventories, facility and equipment	CR + 7 years	\$19.21 Wis. Stats.	Waived		
	Inventory, or non-expendable personal property	EVT + 7 years: EVT = Property disposed of	\$19.21 Wis. Stats.	Waived		
	Medicare Cost Report	Permanent		N/A		
	Mission Statement, Philosophy, Purpose	CR + 7 years	\$19.21 Wis. Stats.	Waived		
	Patient Billing Activity Logs	CR + 7 years		Waived		C, PII
	Policies and Procedures (Program related)	CR + 7 years	\$19.21 Wis. Stats.	Waived		
	Policies and Procedures (Records related)	EVT: EVT = Superseded or Record Series no longer Exists		Waived		
	Press Releases	CR + 1 year		Waived		
	Purchase Orders EDS (Electronic Data Storage)	CR + 7 years		Waived		
	Reconciliation Working papers	Permanent	HHS 54.06 (2)(a)(6)	N/A		
	State Reports (942/943)	Permanent		N/A		
	Taped meeting minutes	EVT + 90 days: EVT = Approval date & publication	\$19.21 Wis. Stats.	Waived		
	W.I.C. Case Files	FIS + 3 years	7 CFR 246.25	Waived		C
	W.I.C. State Reports	CR + 3 years		Waived		C
	Client and/or Family Care					
	Agency Program Evaluation	CR + 7 years	\$19.21 Wis. Stats.	Waived		
	Birth Certificate Information	EVT + 1 year: EVT = Receipt of Copy	\$69.20(3) Wis. Stats.	Waived		C
	Care Coordination: Adult	CR + 7 years	\$19.21 Wis. Stats.	Waived		
	Care Coordination: Minor	EVT + 5 years: EVT = Minor reaches 18 years of age	\$19.21 Wis. Stats.	Waived		
	Child Long Term Support - Autism Records	EVT + 7 years: EVT = Case		Waived		
	Client Listing	CR + 1 Month		Waived		C
P132	Client Record / Patient Care: Adult	CR + 7 years	\$19.21 Wis. Stats.	Waived		C

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Client Record / Patient Care: Minor	EVT + 5 years: EVT = Minor reaches 18 years of age	§19.21 Wis. Stats.	Waived		C
	Clinic Record: blood pressure forms	CR + 7 years		Waived		C
	Complaint Investigation Record	CR + 7 years		Waived		C
	Family Care Record: Adult	CR + 7 years	§19.21 Wis. Stats.	Waived		C
	Family Care Record: Minor	EVT + 5 years: EVT = Minor reaches 18 years of age	§19.21 Wis. Stats.	Waived		C
	Health Check / Well Child: Adult	CR + 7 years	§19.21 Wis. Stats.	Waived		C
	Health Check / Well Child: Minor	EVT + 5 years: EVT = Minor reaches 18 years of age	§19.21 Wis. Stats.	Waived		C
	Health Fair Records	CR + 7 years		Waived		C
	Home Care Record	EVT + 6 years: EVT = The month the cost report is filed with the intermediary, maintain even if program is discontinued		Waived		C
	Lead Screens	CR + 7 years		Waived		C
	Monthly Clinic Statistic Report	CR + 1 year		Waived		C
	Monthly Nurses Calendar	CR + 1 year		Waived		C
	Short Term Record: Adult	CR + 7 years	§19.21 Wis. Stats.	Waived		
	Short Term Record: Minor	EVT + 5 years: EVT = Minor reaches 18 years of age	§19.21 Wis. Stats.	Waived		
	Communicable Disease Records					
	Clinic Record, STD Clinic	CR + 7 years		Waived		C, PII
	Communicable Disease Outbreak Records [DOH 4142 (Rev. 8/860 & is complete DOH 9081] (Original to State Epidemiologist)	EVT: EVT = Investigation is complete		Waived		C, PII
	Communicable Disease Reports (4151) - Local Copy (Original to State Epidemiologist): Adult	CR + 7 years		Waived		C, PII
	Communicable Disease Reports (4151) - Local Copy (Original to State Epidemiologist): Minor	EVT + 5 years: EVT = Minor reaches 18 years of age		Waived		C, PII
	Hep. B / TB Case Records	EVT + 30 years: EVT = Severance		Waived		C, PII
	Immunization Administration Record	Permanent	National Childhood Injury Act of 1986, s 2125 PHS Act at 42 U.S.C. s. 300aa - 25 (Supp. 1987)	N/A		C, PII

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Immunization Record: Adult	CR + 7 years	§19.21 Wis. Stats.	Waived		C, PII
	Immunization Record: Minor	EVT + 5 years: EVT = Minor reaches 18 years of age	§19.21 Wis. Stats.	Waived		C, PII
	Referral Listing	CR + 7 years		Waived		C, PII
	Signature of Person to Receive Vaccine or Person Authorized to Make Request for Immunization: Adult	CR + 10 years		Waived		C, PII
	Signature of Person to Receive Vaccine or Person Authorized to Make Request for Immunization: Minor	EVT + 5 years: EVT = Minor reaches 18 years of age		Waived		C, PII
	STD Report (4343) - Local Copy (Original to State)	CR + 7 years		Waived		C, PII
	Epidemiologic Adult			Waived		
	STD Report (4343) - Local Copy (Original to State)	EVT + 5 years: EVT = Minor reaches 18 years of age		Waived		C, PII
	Epidemiologic Minor			Waived		
	Community Education					
	Curriculum	CR + 7 years		Notify		
	Educational Materials	CR + 7 years		Notify		
	Evaluation	CR + 7 years		Notify		
	Program Materials	CR + 7 years		Notify		
	Environmental Health Records					
	Health Hazard Investigations	CR + 7 years		Waived		
	Licensed Establishments Inspection Reports	CR + 3 years		Waived		
	On-Site Waste	EVT: EVT = System is abandoned		Waived		
	Variance Approvals	Permanent		N/A		
	Water Sample Reports	CR + 7 years		Waived		
	Well / Septic Permits	EVT: EVT = System is abandoned		Waived		
	Adolescent & Family Services / Juvenile					
	Adolescent & Family Services Census Sheets	S		Waived		C
	Adolescent & Family Services Client Index Card File	S		Waived		C
	Adolescent & Family Services Client Listing	S		Waived		C
	Adolescent & Family Services Client Logs	S		Waived		C
	Adolescent & Family Services Client Records	EVT + 7 years: EVT = Youngest Child in household turns 19 years of age	HSS 92.12(2) & (4)	Waived		C
	Daily Staff Attendance Reports	CR + 1 year		Waived		
	Daily Staff Schedule	CR + 2 years		Waived		C
P134	Original Offense Report	CR + 2 years		Waived		C



Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (\$19.33 Wis. Stats.)	Notes
	Permission Slips (Residents)	CR + 2 years		Waived		C
	Requests for Leave, employee	CR + 1 year		Waived		
	Resident Juvenile Case Files, secure	EVT + 10 years: EVT = Case Closed	s. 48.396 & HSS 346.13 & SCR 72(41)	Waived		C
	Resident Juvenile Case Files, shelter care	EVT + 7 years: EVT = Case Closed	s. 48.396 & HSS 59.07 (3)(b)	Waived		C
	Resident Medical Treatment Records	CR + 7 years	HSS 92.12(1) & (2)(3)(4)	Waived		C, PII
	Resident Medication Log	S		Waived		C, PII
	Shelter Care Secure Admission Register	Permanent	HSS 54.06 (2)(a)(1)	N/A		C
	Supervisor Shift Log	CR + 2 years		Waived		C
	Unit Log (Male & Female)	CR + 2 years		Waived		
	Intake Shared Services					
	Certified Child Care Files	EVT + 7 years: EVT = Minor reaches 18 years of age		Waived		C
	Child Abuse and Neglect / Child Welfare Client Records	CR + 7 years		Waived		C
	Intake & Shared Services Client Records	EVT + 7 years: EVT = Youngest Child in Family turns 18 years of age	DHS Memo (82-1A)	Waived		C
	Intake Access Contact Listing	CR + 2 years		Waived		C
	Kinship Care Client Records	EVT + 7 years: EVT = Minor reaches 18 years of age		Waived		C
	Long Term Care					
	Long Term Care Client Listing	EVT + 1 Month: EVT = Transfer to Electronic Record		Waived		C
	Long Term Care Client Log	S		Waived		C
	Long Term Care Client Records - Developmentally Disabled	EVT + 7 years: EVT = Case Closed		Waived		C
	Long Term Care Client Records (Except Developmentally Disabled)	EVT + 7 years: EVT = Case Closed		Waived		C
	Mental Health AODA / Clinical Services					C
	Client Index Card Files	Permanent		N/A		C
	Clinical Services Division Client Records	EVT + 7 years: EVT = Child turns 19 or case closed	HSS 92.12(1)(2)(3)(4), HSS 63.15	Waived		C
	Community Support Program (CSP) Admissions, Referrals, and Discharge Logs	CR + 7 years	HHS 63.08	Waived		C

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Community Support Program (CSP) and Day Treatment (DT) Client Review Notes for State Audit	CR + 7 years		Waived		C
	Community Support Program (CSP) Client Review Log	Permanent		N/A		C
	Community Support Program (CSP) Client Waiting Lists	S		N/A		C
	Community Support Program (CSP) Statistics	CR + 3 years		Waived		
	Complaint Investigations	EVT + 7 years: EVT = After Settlement		Waived		C
	Court Commitment Tracking Sheets	S		Waived		C
	Day Treatment and Group Home Waiting Lists	S		Waived		C
	Day Treatment Attendance Sheets	CR + 1 Month		Waived		C
	Day Treatment Statistics	CR + 2 years	HSS 105.324	Waived		
	Disease Indexing	Permanent		N/A		
	Employee Blood Born Pathogen Records	EVT + 30 years: EVT =		Waived		C, PII
	Employee Training Log	CR + 6		Waived		
	Employee Training Records (OSHA)	CR + 3 years	CPL 2-244D	Waived		
	Hospital Census Sheets / Demographic	CR + 10 years		Waived		
	In-Patient Database Cards	Permanent	HSS 63.16	N/A		C, PII
	Medical Staff Credential Files With Disciplinary Action	Permanent		N/A		
	Medical Staff Credential Files Without Disciplinary Action	EVT + 7 years: EVT = Termination		Waived		
	Nursing Schedules	CR + 5 years		Waived		
	OBRA Screening (Omnibus Budget Reconciliation Act)	CR + 1 year		Waived		
	Patient Treatment Survey	EVT + 1 year: EVT = Survey Complete		Waived		
	Payee Client Files	CR + 2 years		Waived		C
	Payee Financial and Billing Records	CR + 2 years		Waived		C
	Petty Cash Vouchers	S		Waived		
	Physician's Registry	Permanent		N/A		
	Quality Assurance	EVT + 1 year: EVT = Survey Complete		Waived		
	Supervision Log	CR + 3 years		Waived		
	Surveys - Title XIX	CR + 15 years		N/A		
P1366	Highway					
	Drug & Alcohol Testing Records	CR + 2 years		Waived		C, PII
	Fuel Usage Records	CR + 2 years		Waived		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (\$19.33 Wis. Stats.)	Notes
	Heavy Equipment & Vehicle Inventory Ledger	S		Waived		
	Machinery, time sheets	EVT + 1 year: EVT = Machinery is replaced		Waived		
	Permits	Permanent		N/A		
	State Gas Reports	CR + 3 years		Waived		
	Stock Control Records	CR + 2 years		Waived		
	Vehicle Maintenance Histories	Life of Vehicle		Waived		
	Vehicle Usage Reports	CR + 2 years		Waived		
<b>Human Services</b>						
	Administrative					
	Agency Evaluations	CR + 7 years	s. 19.21	Waived		
	Agency Goals, objectives, short & long term strategic plans	CR + 7 years	s. 19.21	Waived		
	Incident / Injury Reports	CR + 7 years / EVT + 1 year: EVT = settlement		Waived		
	Inventories, facility & equipment	CR + 7 years	s. 19.21	Waived		
	Mission Statement, Philosophy, Purpose	CR + 7 years	s. 19.21	Waived		
	Program Policies & Procedures	CR + 7 years	s. 19.21	Waived		
	Fiscal					
	Fiscal Records, Billing	EVT + 90 days: EVT = Approval & publication	s. 19.21	Waived		
	Grants	EVT + 7 years: EVT = Disposal of property	s. 19.21	Waived		
	Inventories, non-expendable personal property	CR + 7 years	s. 19.21	Waived		
	Ch. 49 case records & other materials of all public assistance kept as required	If no payments have been made for at least 3 years & a face sheet & financial record or payments for each aid account are preserved in accordance with rules adopted by DHSS, set out below	\$59.42(4)(a) 18. Wis. Stats.	Notify		C

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	a. Open Public Assistance Case Records: (1) All data forms: case determination sheets worksheets; medical assistance certification sheets; sheets which document the verification of changeable items, such as income or health status; correspondence to & from applicants & recipients; & any other document needed to support income maintenance agency decisions (2) Sheets which document the verification of unchangeable items, such as social security numbers, birth dates, & citizenship (3) financial record for all payments not on file in CRN	(1) EVT = Most recent 6 year period (2) As long as case is open (3) As case is open	Ch. DCF 121 Wis. Adm. Code	Waived Waived		C
	b. Closed Public Assistance Cases & Denied Cases: (1) records specified in 1.a.(1) above (2) Most recent data form, records specified in 1.a.(2) above & materials relating to any lack of cooperation on the part of the recipient (3) Most recent data form & record specified in 1.a.(3) above	(1) EVT + 3: EVT = Closed (2) EVT + 6: EVT = Closed (3) EVT + 3: EVT = Date of Denial	Ch. DCF 121 Wis. Adm. Code	Notify Waived		C
	<b>Fraud Referral Records</b>					
	a. Unfounded	EVT + 3 years: EVT = Determination Decision**	Ch. DCF 121 Wis. Adm. Code	Waived		C
	b. Founded - referred to D.A.	EVT + 7 years: EVT = Determination Decision**	Ch. DCF 121 Wis. Adm. Code	Waived		C
	c. Founded - other	EVT + 5 years: EVT = Determination Decision**	Ch. DCF 121 Wis. Adm. Code	Waived		C
	<b>Third-party recovery records</b>	EVT + 1 year: EVT = Case Closed**		Waived		C
	<b>JOBS participant records</b>	** Recommend microfilming essential information EVT + 7 years: EVT = Last date of JOBS eligibility, therefore closed				
			DHS Admin. Memo 94-18	Waived		
	<b>Social Service Case File</b>					
	a. State Required Case Documentation; initial contact sheet; notice of agency action; social services narrative; financial information; any other records documenting client eligibility & activity	EVT + 3 years: EVT = Case Closed	DHSS Memo 82-1A	Waived		C
	b. State Required & County Developed Case Documentation; assessment or diagnostic forms; records & narratives; social and medical histories; copies of court reports pertinent to case; release of information forms; client or service agreements; forms & documentation of eligibility or financial status	EVT + 3 years: EVT = Case Closed	DCS Memo 92-12	Waived		C

P138

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (\$19.33 Wis. Stats.)	Notes
	c. Social Service Records for Cases Opened for Services; applications; referral actions not resulting in case opening; miscellaneous requests & correspondence about individual clients from consumer & other agencies which do not result in case opening	EVT + 1 year; EVT = Final action / Determination	DCS Memo 92-12	Waived		C
	Protective Payee	EVT + 7 years		Waived		C
	Case Management Files	EVT + 7 years		Waived		C
	Payee Miscellaneous Documents	EVT + 3 months; EVT = Audited		Waived		C
	Child-Placing Agency					
	a. Register, identifying information about children accepted for service or placement	Permanent	HSS 54.05(2)(a)1	N/A		C
	b. Individual Case Records for each child served & his / her family	EVT + 7 years; EVT = Case closed		Waived		C
	c. Individual Foster Home Records for each foster home used by the agency, which includes signed applications & agreements	CR + 7 years		Waived		
	d. Individual Records of Studied Adoptive Applicants	CR + 7 years		Waived		C
	e. Licensing & Certification Records for In-Home & Family Day Care; adult family homes; foster homes; & group foster homes for children; application or other request forms; inspection & observation check lists; correspondence; other documentation relating to licensing or certification; approved license or certificate	EVT + 2 years; EVT = License or certificate is no longer active	DCS Memo 92-12	Waived		C
	f. Licensing & Certification Records for above types of facilities where license or certificate was not approved	EVT + 1 year; EVT = Final action / Determination	DCS Memo 92-12	Waived		
	g. Adoption records; county agencies providing child welfare services under s. 48.56 or child-placing agencies licensed under s. 48.60, should follow the detailed procedures for adoption information search & disclosure detailed in HSS 53	Permanent	HSS 53.07(1)	N/A		C
	Third-Party Recovery	CR + 7 years		Waived		
	Medical Examiner					
	Case Face Sheet Logs	Permanent		N/A		C
	Case File Slides	CR + 75 years		Waived		C
	Case File X-Rays	CR + 75 years		Waived		C
	Case Files	CR + 75 years		Waived		C

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Cremation Case Files	Permanent		N/A		C
	Data Base Entry Form (Draft)	CR + 5 years		Waived		
	Digital Case Photos	CR + 75 years		Waived		
	Eyewash Inspection / Waste Container Logs	CR + 5 years		Waived		
	Homicide or Suspicious Death Investigation Case Files	CR + 75 years		Notify		
	Medication Disposal Logs	CR + 10 years		Waived		
	Other investigation case files	EVT + 7 years: EVT = Litigation resolved or case closed		Waived		C
	Outside Case Billing Log	CR + 10 years		Waived		
	Report for Final Disposition (other reportable)	CR + 3 years		Waived		C
	Sharp Container Log	CR + 5 years		Waived		

	<b>Park &amp; Land Use</b>					
	<b>Administration</b>					
	Annual Work Plans	CR + 5 years		Waived		
	Citation & Park Patrol Records	CR + 2 years		Waived		
	Construction Contracts	CR + 7 years		Waived		
	County Forest Plan	CR + 15 years	§28.11 Wis. Stats	Notify		
	Credit Card Receipts	CR + 1 year		Waived		
	DNR Agreements	CR + 7 years		Waived		
	Employee Emergency Information Form	S		Waived		
	Equipment & Vehicle Registration Reports	EVT: EVT = Equipment / Vehicle disposed of		Waived		
	Expenditures, seasonal employees	CR + 3 years		Waived		
	General Information	S		Waived		
	Guidebooks & Trail Information	S		Waived		
	Lawsuits	EVT + 1 year: EVT = Final Disposition		Waived		
	Licensed Establishment Collection Reports	CR + 5 years		Waived		
	Material Recycling Facility (MRF) Financial Records	CR + 3 years		Waived		
	Plat Books	Permanent		N/A		
	Radon Reimbursement Requests	CR + 7 years		Waived		
	Records of Bouncy Claims Forwarded to DNR	CR + 1 year	§59.52(4)(a)3. Wis.	Waived		
	Status Reports, monthly	CR + 3 years		Waived		
	Street Atlas	Permanent		N/A		
	Study, departmental fee rates	CR + 3 years		Waived		
	Timber Sale Contracts (bid openings, etc.)	CR + 7 years		Waived		
	Wisconsin Conservation Corps Projects / Crew Information	CR + 3 years		Waived		
P140	Environmental Health					

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (\$19.33 Wis. Stats.)	Notes
	Animal Bite Files	CR + 10 years	WI Dept of Agri.: AG 13	Waived		
	Animal Bite Log	CR + 1 year		Waived		
	Animal Complaint Log	CR + 7 years		Waived		
	Block Grant	CR + 7 years		Waived		
	Colliert Culture Quality Control	CR + 5 years		Waived		
	Commercial Premise Files	Permanent		N/A		
	Delinquent Septic Systems	S		Waived		
	Environmental Department Audit	S		Waived		
	Environmental Health Mileage Code Dailies	CR + 7 years		Waived		
	Establishments Out of Business, Dept. of Agriculture	Permanent		N/A		
	Fluoride Nitrate Test Results	CR + 5 years		Waived		
	Food & Liquor License Establishments	CR + 7 years		Waived		
	Food Borne Illness / Establishment Complaint Files	EVT + 7 years: EVT = Complaint Filed		Waived		
	Food Sample Reimbursement Documentation	CR + 7 years		Waived		
	Ground Water Monitoring Reports	CR + 20 years		Waived		
	Hazardous Waste Department Investigations	CR + 3 years	W.A.C. NR 630.31 (1)(f)	Waived		
	Holding Tank Files	CR + 3 years		Waived		
	Holding Tank Maintenance Cards	CR + 2 years		Waived		
	Hotel / Motel Inspections	CR + 3 years	HSS 192.01 & 192.08 (1)	Waived		
	Hotel / Restaurant Licensed Establishments Log	Permanent		N/A		
	Inspection's for Peddler's Permits	CR + 3 years	HSS 192.01 & 192.08 (1)	Waived		
	Lab Water Testing Log	S		Waived		
	Lead Inspections (Poisonous & Non-Poisonous)	Permanent		N/A		
	Nitrate Analysis Reports (ISE)	Permanent		N/A		
	Postage Tally	CR + 1 year		Waived		
	Premise Files	Permanent		N/A		
	Private Sewage System Inspection Reports	Permanent		N/A		
	Property Site Inspections	CR + 10 years		Waived		
	Public Camp Grounds	CR + 3 years	HSS 192.01 & 192.08 (1)	Waived		
	Radon Grants	CR + 7 years		Waived		
	Radon Lab Results	CR + 7 years		Waived		
	Rainfall Data	S		Waived		
	Recreational Educational Camps	CR + 3 years	HSS 192.01 & 192.08 (1)	Waived		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Reimbursement Reports	CR + 1 year		Waived		
	Restaurant & Retail Consumer Complaints	CR + 10 years		Waived		
	Restaurant Licensing & Inspection Files	CR + 10 years		Waived		
	Restaurants, Out of Business	Permanent		N/A		
	Retail Food Establishment Inspection Log	Permanent		N/A		
	Retail Food Establishment Inspections	CR + 10 years		Waived		
	School Inspection Files	CR + 10 years		Waived		
	Septic Permits	Permanent		N/A		
	Septic System Inspection Files	Permanent		N/A		
	Sewage Complaints	Permanent		N/A		
	Soil Test Reports	EVT: EVT = Land developed and permit issued		Waived		
	Storage Tank Compliance & Maintenance Manual	S		Waived		
	Storage Tank Installation & Removal	Permanent		N/A		
	Storage Tank Registration & Permit Records	CR + 7 years		Waived		
	Storage Tank Remediation Financial Records	CR + 7 years		Waived		
	Storage Tank Remediation	Permanent		N/A		
	Storage Tank Remediation & Site Assessment Negatives	Permanent		Waived		
	Swimming Pool Inspections	CR + 3 years	HSS 192.01 & 192.08 (1)	Waived		
	Swimming Pool Licensing Log	CR + 2 years		Waived		
	Temperature Log, Refrigerator & Incubator	CR + 5 years		Waived		
	Transportation Site Inspections	CR + 10 years		Waived		
	Vending Machine Inspection Log	CR + 1 year		Waived		
	Vending Machine Licensing	CR + 10 years		Waived		
	Water Sampling Summary Reports	EVT + 5 years: EVT = Audit		Waived		
	Well Inspection Lab Note Log	CR + 5 years		Waived		
	Well Inspection Logs	Permanent		N/A		
	Well Surveys	CR + 5 years		Waived		
	Wisconsin Fund Grant Program Files	CR + 7 years		Waived		
	Land Resources - Land Conservation					
	Agriculture Compliance Inventory & Data Base	Permanent		N/A		
	Agriculture Land Preservation Plan	S		Notify		
	Cost Sharing Agreement Records	EVT + 3 years: EVT = Termination or Expiration of all contracts signed that year	NR 120ATCP 50	Waived		
	County Mining and Yard Waste Contracts	Permanent		N/A		
	Detailed Design Drawings (Land & Water Conservation Designs)	Permanent		N/A		
P142	Drainage District Files	Permanent		N/A		



Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (\$19.33 Wis. Stats.)	Notes
	Erosion and Storm Water Permits	Permanent		N/A		
	Farm Conservation Plans	Permanent	120-GM, 408-98, SCS/CRS(29)(31)(a)	N/A		
	Interdepartmental Agreements	S		Waived		
	Land and Water Resource Management Plan (LWRM)	Permanent		Notify		
	Land Conservation Grants	CR + 7 years		Waived		
	Non-Metallic Mining Permit Files	Permanent		N/A		
	Wetland Maps	Permanent		N/A		
	Land Information System	Permanent		N/A		
	Aerial Photographs	Permanent		N/A		
	Assessors Plats	Permanent		N/A		
	Award of Damage for Scenic Rights	EVT: EVT = Recorded		Waived		
	Cadastral Maps	Permanent		N/A		
	Certified Mileage Lists	S		Waived		
	County Development Plan	S		Notify		
	Grant Application	CR + 10 years		Waived		
	Grant Contract Work Project Documentation	CR + 10 years		Waived		
	Hauler Licenses / Applications	EVT + 2 years: EVT = Renewal		Waived		
	Land Information Plan	Permanent		Notify		
	Parcel Maps for Tax Records	CR + 10 years		Waived		
	Relocation of Orders / Maps	S		Waived		
	Report of Functional Jurisdiction of Roads	EVT + 10 years: EVT = Next Report Received		Waived		
	Town Plats	CR + 3 years		Waived		
	Waste Management Plan	S		Waived		
	Water Quality Approval Letters	Permanent		N/A		
	Park System					
	Automobile Accident Reports	CR + 7 years		Waived		
	Culverts, Dams and Bridges	Until no longer operated and maintained	Ch. s 30 & 31 Wis. Stats.	Waived		Includes permits, orders, maintenance, and inspection
	Facility Reservations	EVT + 7 years: EVT = Last Reservation		Waived		
	Grant, Funding	Life of Project		Waived		
	History of - Photo albums, etc.	Permanent		Notify		
	Incident Reports	CR + 7 years		Waived		
	Injury Report Packets, employee	EVT + 7 years: EVT = Employee Terminated		Waived		
	Injury Reports, non-Employee	CR + 7 years		Waived		
	Land Acquisition, deeds, abstracts	Permanent		N/A		
	Lifeguard Activity Log	CR + 2 years		Waived		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Log. Chemical Applications	CR + 7 years		Waived		
	Log. Water Use	Life of Project		Waived		
	Log. Well Data	Life of Project		Waived		
	Master Park Plan (5 Year Plan)	S		Notify		
	Park System Task Report	CR + 3 years		Waived		
	Plans / Construction Documents / Specifications / Drawings	Life of Project		Waived		
	Program Registrations	EVT + 7 years; EVT = Last Reservation		Waived		
	Publicity Newsletter	Permanent		N/A		
	Safety Inspection Report	CR + 7 years		Waived		
	Site Plans	Life of Project		Waived		
	Volunteer Information	CR + 3 years		Waived		
	Planning and Zoning					
	Amendments to the County Development Schedule	Permanent		N/A		
	Atlas	S		Notify		
	Board of Adjustment Case Files	Permanent		N/A		
	Board of Adjustment Decisions & Supporting Documentation	Permanent		N/A		
	Building Plans	Life of Project		Waived		
	Conditional Use Files	Permanent		N/A		
	Drainage District Records	Permanent		N/A		
	Flood Hazard Inquiries, Determinations	Permanent		N/A		
	Inspection Reports for Sanitary	Permanent		N/A		
	Land Use Permits, easements	Permanent		N/A		
	Log. board of adjustment cases	Permanent		N/A		
	Log. violations	Permanent		N/A		
	Permit Applications	Permanent		N/A		
	Permit Records	Permanent		N/A		
	Plan of Operations and Site Plans	Permanent		N/A		
	Project, Redistricting, Reapportionment	EVT + 10 years; EVT = Next Report Received or Project Completed		Waived		
	Receipt Books	CR + 7 years		Waived		
	Rezoning Files, zoning amendments	Permanent		N/A		
	Subdivision Records	Permanent		N/A		
	Town Plan Commission Reviews, community assistance	Permanent		N/A		
P144	Video Tapes	CR + 3 years		Waived		
	Violation Complaint	Permanent		N/A		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (\$19.33 Wfs. Stats.)	Notes
	Violation Files	Permanent		N/A		
	Wetland & Flood Plain Preservation Maps	Permanent		N/A		
	Zoning Applications, rejected and no activity	Permanent		N/A		
	Zoning Committee Records	Permanent		N/A		
	Zoning Map	Permanent		N/A		
	Zoning Ordinances	Permanent		N/A		
	Zoning Permits Issued	Permanent		N/A		
	Recycling and Solid Waste					
	Computer Recycling Reports	Permanent		N/A		
	County Compost Facility Reports	Permanent		N/A		
	County Landfill Agreements	S		Waived		
	Feasibility Studies	Permanent		N/A		
	Hazardous Waste Collection Grant Program Files	CR + 5 years		Waived		
	Hazardous Waste Surveys	CR + 3 years	\$ NR 544.07 Wfs.	Waived		
	Household Hazardous Waste (Clean Sweep)	Permanent	\$ NR 187 Wfs. Adm. Code	N/A		
	Materials Recycling Facility Monthly Reports	EVT + 3 years: EVT = Superseded		Waived		
	Recycling Grants	EVT + 7 years: EVT = Audited		Waived		
	Recycling Newsletter	CR + 10 years		Waived		
	Service Agreement (NRF)	EVT + 7 years: EVT = Termination		Waived		
	Solid Waste Management Plan	Permanent		N/A		
	<b>Personnel</b>					
	Department Training Records	CR + 7 years		Waived		
	Directives & Policies	EVT + 7 years: EVT = Superseded or Terminated		Waived		
	EEO - 4 Reports	CR + 7 years		Waived		
	Obsolete job Descriptions & any other personnel or employment records made or kept, including but not limited to, application forms or test papers by applicants & other records or decisions pertaining to hiring, promotion, demotion, transfer, layoff or termination, terms of compensation, & selection or training	EVT + 4 years: EVT = Position obsolete, except where a charge of discrimination has been filed; all personnel records relevant to a charge or action shall be retained until final disposition of the charge or action		Waived		
	Performance Evaluations & Medical Records	CR + 6 years		Waived		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Union Contracts & Grievance, Mediation & Arbitration Records	Permanent		N/A		
	<b>Public Works</b>					
	Contracts					
	Affidavit of organization & authority, successful bidders	EVT + 7 years: EVT = Project completion		Waived		
	Affidavit of organization & authority, unsuccessful bidders	CR + 2 years		Waived		
	Bid Tabulations	EVT + 7 years: EVT = Project completion		Waived		
	Bidder's Proof of Responsibility, successful bidders	CR + 7 years		Waived		
	Bidder's Proof of Responsibility, unsuccessful bidders	CR + 2 years		Waived		
	Bids, successful	EVT + 7 years: EVT = Project completion		Waived		
	Bids, unsuccessful	CR + 2 years		Waived		
	Notice to Contractors, successful bidders	CR + 7 years		Waived		
	Notice to Contractors, unsuccessful bidders	CR + 2 years		Waived		
	Performance Bond	EVT + 7 years: EVT = Project completion		Waived		
	<b>Facilities Management</b>					
	Asbestos Files	Permanent	29 CFR 1910.20	N/A		
	Cleaning Log	CR + 1 year		Waived		
	Condemned Homes on County Property / Burning of County Building Files	Permanent		N/A		
		EVT + 3 years: EVT = Superseded		Waived		
	Flood File (Administration Center)	Permanent		N/A		
	Inspection Cleaning Evaluation Reports	CR + 2 years		Waived		
	Inspection Reports (Elevator, etc.)	CR + 7 years		Waived		
	Key Number Listing	Permanent		N/A		
	Maintenance Job Order Data Sheet	CR + 1 year		Waived		
	Maintenance Key Daily Sign Out Sheet	S		Waived		
	Maps - Original Drawings	Permanent		N/A		
	Natural Gas Usage Manual	S		Waived		
	Parks, substations & highway building survey reports / yearly	CR + 10 years		Waived		
	Payroll Time Cards (Maintenance)	CR + 7 years		Waived		
	Project Files	Permanent		N/A		
	Project Log	Permanent		N/A		
	Record of Transmittal	CR + 3 years		Waived		
P146	Utility Computer Printouts	S		Waived		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
<b>Register of Deeds</b>						
Officially adopt the Register of Deeds' General Schedule (compiled by WHS and approved by WPRB), which is incorporated herein by reference as presently constituted or hereafter revised (see Addendum E).						
<b>Sheriff</b>						
Process / Identification Bureau		CR + 7 years	Waived			
Attorney Letters		Permanent	N/A			
Bureau of Identification Sheets		CR + 1 year	Waived			
Civil Process Worksheet		CR + 7 years	Waived			
Correspondence Instructing Civil Process, service		CR + 1 year	Waived			
Daily Roster Assignments		Permanent	N/A			
Death Investigation Negatives, Sensitive in Nature		EVT + 7 years; EVT = Termination	Waived			
Department Employee Photos		EVT + 1 year; EVT = Final Appeal	Waived			Documentation, not actual physical evidence
Evidence, Major Cases		CR + 7 years	Waived			
Execution Log		CR + 7 years	Waived			
Executions		Permanent	N/A			
Finger Print Cards		EVT + 7 years; EVT = Sale of Property	Waived			
Foreclosure's, Sheriff's Sales		CR + 7 years	Waived			
Form 50's		EVT: EVT = After Expiration	Waived			
Injunctions		Permanent	N/A			
Mug Shots		CR + 7 years	Waived			
Process, deposit receipts		CR + 7 years	Waived			
Process, receipt print-outs		CR + 7 years	Waived			
Proof of Service		EVT + 20 years; EVT = Disposition of property	Waived			
Property Inventory Audit		EVT: EVT = Closed	Waived			
Restraining Orders		EVT + 6 years; EVT = Date of final Appeal	Waived			
Traffic Accident Photos		CR + 7 years	Waived			
Transport Records		CR + 7 years	Waived			
Jail Division		CR + 7 years	Waived			
Account work sheets		EVT + 1 year; EVT = Interview	Waived			
Applicant Status Sheets (non-hire)		§ 59.27(8) Wis. Stats.	Waived			
Block Check Sheets		CR + 8 years	Waived			
Bond Receipts		CR + 8 years	§ 59.27(8) Wis. Stats. Waived			

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Booking Sheets	Permanent		N/A		
	Canteen sheets	CR + 7 years		Waived		
	Cash Books	CR + 8 years		Waived		
	Check Books	CR + 7 years		Waived		
	Contract Employee Files	EVT + 5 years: EVT = Termination		Waived		
	Critical Incidents	EVT + 8 years: EVT = Incident		Waived		
	Daily Attendance Rosters	CR + 8 years		Waived		
	Daily Bond	CR + 8 years	\$ 59.27(8) Wis. Stats.	Waived		
	Daily Work Shift Roster	CR + 8 years	\$ 59.27(8) Wis. Stats.	Waived		
	Dockets, daily jail records	CR + 8 years	\$ 59.27(8) Wis. Stats.	Notify		
	Exercise Logs	CR + 8 years	\$ 59.27(8) Wis. Stats.	Waived		
	Fire Equipment & Inspection Report	CR + 8 years		Waived		
	Huber Block Check Sheets	CR + 8 years		Waived		
	Huber Daily Inmate Roster	EVT + 8 years: EVT = Release of Inmate	\$ DOC 348.09(1) Wis. Adm. Code	Waived		
	Huber Inmate Incarceration Files	EVT + 8 years: EVT = Release of Inmate		Waived		
	Huber Registration of Visitors	CR + 8 years	\$ DOC 348.09(4) Wis. Adm. Code	Waived		
	Huber Rules Forms	CR + 8 years	\$ 59.27(8) Wis. Stats.	Waived		
	Inmate Daily Activity Log Forms	CR + 8 years	\$ 59.27(8) Wis. Stats.	Waived		
	Inmate Files: disciplinary forms, Huber revocation forms, employer information forms, employer job search, verification sheets, court orders	EVT + 8 years: EVT = Release of Inmate	§§ DOC 348.09 & 350.11 Wis. Adm. Code	Waived		
	Inmate Medical Records	EVT + 8 years: EVT = Release of Inmate	§§ 146.81 to 146.83 Wis. Stats. and §§ DOC 348.09 & 350.11 Wis. Adm.	Waived		C, PII
	jail billing	CR + 8 years	\$ 59.27(8) Wis. Stats.	Waived		
	jail Inmate Register	\$	\$ DOC 350.11 Wis.	Waived		
	jail Kitchen Menu	CR + 1 Month		Waived		
P148	jailer logs	CR + 8 years	\$ 59.27(8) Wis. Stats.	Waived		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (\$19.33 Wis. Stats.)	Notes
	Law Suits & Complaints	EVT + 5 years: EVT = Settlement or Closure		Waived		
	Ledger Sheets	CR + 7 years		Waived		
	Monthly Equipment Check	CR + 8 years		Waived		
	Shift Logs	CR + 8 years		Waived		
	Surveillance Recordings-Audio/Video	121 days	\$893.80 Wis. Stats.	Waived		
	Visitor Log	EVT + 8 years: EVT = Date of Visit	\$ DOC 350.11 Wis. Adm. Code	Waived		
	Volunteer Security	CR + 5 years		Waived		
	Detective Division	CR + 8 years	\$ 59.27(8) Wis. Stats.	Waived		
	Arrest Records					
	Citizen Complaints	Permanent		N/A		
	Evidence Cards	CR + 10 years	\$ 59.27(8) Wis. Stats.	Waived		
	Field Interrogation Cards	EVT + 8 years: EVT = Close of Case		Waived		
	Incident Records	CR + 10 years	\$ 59.27(8) Wis. Stats.	Waived		
	Internal Investigation Files	EVT + 1 year: EVT = Death of person unless there is open activity on the case		Waived		
	Juvenile Cards	EVT + 1 year: EVT = Juvenile's 18th Birthday		Waived		
	Ordinance Violation Citation	CR + 2 years		Waived		
	Polygraph Examinations and Reports	Permanent		N/A		
	Patrol Division					
	False Alarm Card File	S		Waived		
	False Alarm Door Opening Invoices	CR + 1 year		Waived		
	Fleet Maintenance Records	Life of Vehicle		Waived		
	Intern Records	CR + 5 years		Waived		
	School Surveys	CR + 5 years		Waived		
	Squad Car Video Recordings	CR + 121 Days	\$893.80 Wis. Stats.	Waived		
	Uniform Traffic Citations	EVT + 1 year: EVT = Closed, disposed, or canceled		Waived		
	Wisconsin Accident Reports	CR + 8 years		Waived		
	Work Schedules	CR + 7 years	\$ 59.27(8) Wis. Stats.	Waived		
	Dispatch Center					
	Audio Tapes (e.g., 911)	CR + 121 days	\$893.80 Wis. Stats.	Waived		If digital, must produce original
	Incident Record	CR + 10 years		Waived		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (\$19.33 Wis. Stats.)	Notes
	Telecommunicator's Radio	CR + 120 days		Waived		
	Records					
	Accident Report	CR + 8 years		Waived		
	Accident Reports, Non-Reportable	CR + 8 years		Waived		
	Alcohol Assessments Education Referrals	CR + 5 years		Waived		
	Blueprints, Justice Department	Permanent		N/A		
	Citations	CR + 8 years		Waived		
	Contract Municipality Logs	S		Waived		
	Driver Condition Behavior Reports	CR + 2 years		Waived		
	Ignition Interlock Device Installation & Removal Record	S		Waived		
	Incident Reports	Permanent		N/A		
	Laser Logs	EVT + 8 years: EVT = End of use		Waived		
	Money Transfer Log, Front Desk	CR + 2 years		Waived		
	Orders to Produce (Writs)	S		Waived		
	Patrol Roster	CR + 2 years		Waived		
	Radar Certification Logs	EVT + 8 years: EVT = End of use		Waived		
	State Uniform Crime Report	CR + 5 years		Waived		
	Warning Notices	EVT + 6 Months: EVT = After compliance		Waived		
	Drug Unit					
	Asset Forfeiture Log	Permanent		N/A		
	Asset Forfeitures	EVT + 8 years: EVT = Given up for Auction		Waived		
	Confidential Informant File	Permanent		N/A		
	Confidential Informant Log	Permanent		N/A		
	Evidence Destruction File	EVT + 8 years: EVT = Last date of Appeal		Waived		
	Fleet Leased Contracts	EVT + 1 year: EVT = Contract termination		Waived		
	Incident Report Log	EVT + 8 years: EVT = Date of Last Incident		Waived		
	Incident Reports	Permanent		N/A		
	Intelligence Request Log	CR + 15 years		Waived		
	Known Offender File (KOF) Lawsuits	EVT + 7 years: EVT = Date of last appeal		Waived		
150	Officer's Daily Reports	CR + 7 years		Waived		
P1	Petty Cash Vouchers	EVT + 7 years: EVT = Audited		Waived		



Record to Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (\$19.33 W/s. Stats.)	Notes
	Search Warrants	EVT + 1 year: EVT = Search Completed		Waived		
	Warrant, Sex offence & Drug Activity Log Book	Permanent		N/A		
	Court Services / Warrants	CR + 3 years		Waived		
	Bailiff Time and Activity Report	CR + 3 years		Waived		
	Court Security Reports	CR + 3 years		Waived		
	Daily Employee Witness Court Record	S		Waived		
	Scun Belt in Custody Notification & Maintenance Log	EVT + 8 years: EVT = Date of Final Appeal		Waived		
	Warrant Cards	EVT + 1 year: EVT = Warrant Cancellation		Waived		
	Warrant, cancellation sheet from court	EVT + 7 years: EVT = Warrant Cancellation		Waived		
	Warrant, ledgers	EVT + 7 years: EVT = Warrant Cancellation		Waived		
	Warrant, problems and complaints	CR + 7 years		Waived		
	Warrants	EVT: EVT = Until Satisfied		Waived		
	Warrants, cancelled - gold sheet	EVT + 1 Month: EVT = Cancellation or Served		Waived		
	Warrants, cancelled extradition	EVT + 3 years: EVT = Warrant Cancellation		Waived		
	Administration					
	Accidents, squad	EVT + 8 years: EVT = Closed		Waived		
	Contract Logs	CR + 1 year		Waived		
	Conveyance Cards	EVT + 3 years		Waived		
	Daily Roll Call Rosters	CR + 8 years		Waived		
	Department General Orders	Permanent		N/A		
	Emergency Personnel Employee Records	S		Waived		
	False Alarm Fee Documentation, uncollectible	CR + 3 years		Waived		
	Grant Reports and Documentation	EVT + 3 years: EVT = Last Payment Received		Waived		
	Overtime Cards	CR + 7 years		Waived		
	Psychological Evaluations (Employee)	EVT + 15 years: EVT = Termination		Waived		
	Warrants, teletypes / municipalities	EVT: EVT = Warrant Cancellation		Waived		
	Surveyor					
	Annexation / Detachment Plans	S	\$§ 66.0217, .0219, .0221, .0223 W/s. Stats.	N/A		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (\$19.33 Wis. Stats.)	Notes
	Assessor's Plat	S	\$ 70.27 Wis. Stats.	N/A		
	Bulkhead Line Maps	S	\$30.11(3) Wis. Stats.	N/A		
	Cemetery Plat Court Orders	S	\$ 157.07 Wis. Stats.	N/A		
	Cemetery Plats	S	\$ 157.07 Wis. Stats.	N/A		
	Certified Survey Maps	S	Ch. 236 Wis. Stats.	N/A		
	Condominium Instruments	S	Ch. 703. Wis. Stats.	N/A		
	Correction Instruments	S	\$ 236.295 Wis. Stats.	N/A		
	County Highway Widening Plan	S	Ch. 83 Wis. Stats.	N/A		
	Official Map Certification	S	\$ 62.23(6)(b) Wis. Stats.	N/A		
	PLSS Monument Records	S	Ch. A-E 7 Wis. Adm.	N/A		
	Property Survey Maps	S	Ch. A-E 7 Wis. Adm. Code	N/A		
	Section Corner Monument Location Documentation	Permanent	\$§ 59.45, 59.74, & 59.75 Wis. Stats.	N/A		
	Subdivision Plat Court Orders	S	Ch. 236 Wis. Stats.	N/A		
	Subdivision Plats	S	Ch. 236 Wis. Stats.	N/A		
	Subdivision Replats	S	Ch. 236 Wis. Stats.	N/A		
	Town Monument Certification	S	\$§ 59.45 & 60.84 Wis. Stats.	N/A		
	U.S. Geological Survey Maps	S		Waived		

<b>University Extension</b>						
	4-H Award/Convention Materials	CR + 50 years		Waived		
	4-H Enrollments	CR + 25 years		Waived		
	4-H Health Records - Summer Camp	EVT + 3 years: Child turns 21 years of age		Waived		
	Farmstead Preservation Certifications	CR + 7 years		Waived		
	Garden Plot Rentals	CR + 3 years		Waived		
	Homemaker Program, Agencies / Groups	CR + 7 years		Notify		
	Homemaker Program, Participants	CR + 7 years		Waived		
	Monthly Reports, UPS, Copies, Postage	CR + 1 year		Waived		
	News Releases	CR + 2 years		Waived		
	Newsletters, Originals	CR + 25 years		Waived		
	Premium Books, County Fair	CR + 1 year		Notify		
	Program / Teaching Curriculum	S		Notify		
	Project Files	S		Waived		
P152	Shipping Books, UPS	CR + 1 year		Waived		

Record Log Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (\$19.33 Wis. Stats.)	Notes
	Soil Sample Reports	CR + 2 years		Waived		
	Soil Test Receipts, Invoices	CR + 3 years		Waived		
	Volunteer Certification, VOLT, Program (Volunteer Orientation Leadership Training)	Permanent		Waived		
	<b>Veterans Service</b>					
	Cemetery List	S		Waived		
	Commemorative Event Information	CR + 10 years		Waived		
	Grave Registration Files	Permanent		Notify		
	Mailing Log Daily In/Out	CR + 1 year		Waived		
	Military Separation Records of Veteran's	Permanent		N/A		
	Monthly Forms Tally Sheet	CR + 2 years		Waived		
	Newsletters	CR + 6 years		Send a copy to: Librarian, WI Veterans' Museum, 30 W. Mifflin St. Madison, WI 53703		
	News Releases	CR + 6 years		Waived		
	Office Critiques	CR + 2 years		Waived		
	Regulations	S		Waived		
	Veteran's Benefit Case Files	EVT + 2 years: EVT = Death		Waived		C
	Veterans' Information Management System (VIMS)	S		Waived		
	Backup Disks					
	Veterans' Personnel Cards	Permanent		N/A		
	Veterans' Personnel Records	Permanent		N/A		
	Veterans' Personnel Records, Agent Orange	Permanent		N/A		
	Veterans' Personnel Records, Desert Storm	Permanent		N/A		
	Veterans' Relief Records	CR + 10 years		Waived		
	Wisconsin Department of Veterans' Affairs Bulletins	Permanent		N/A		

County Clerk  
Addendum B

Ord # 20 2011

Records Series	Retention	Authority	Notification
<b>Administration</b>			
Aid to immigration societies	CR + 7 years	s. 59.53 (17)	Notify
Apportionment maps	Until next apportionment	s. 59.03	Waived
Audit reports	CR + 7 years	n/a	Notify
Bank statements	CR + 7 years	s. 59.61 (3)	Waived
Bounty claims forwarded to DNR	CR + 1 year	s. 59.52 (4)	Waived
Claims paid by county and supporting papers	CR + 7 years or until audited: whichever is earlier	s. 59.52 (4)	Waived
Consolidation of counties: order for referendum or special election regarding	CR + 7 years	s. 59.08 (7)	Waived
County contribution to the mosquito control district	CR + 7 years	s. 59.701 (15)	Waived
County officers: appointment of	CR + 7 years	s. 59.25 (2), 59.23 (1), 17.21 (6)	Waived
County orders uncalled for by the payee; list of	CR + 7 years	s. 59.64 (4)	Waived
County zoning ordinance: petition for amendment of	CR + 7 years	s. 59.69 (5)	Waived
Court commissioner: statement of all actions or proceedings	CR + 7 years	s. 59.61 (3), 59.61 (1)	Waived
Court costs and fees	CR + 7 years	s. 814.22 (2)	Waived
Crop reports by local assessors	CR + 3 years	s. 59.52 (4)	Notify
Detachment of farm land from cities, entry of judgment	CR + 7 years	s. 62.075 (5)	Waived
Equalization board proceedings or board of review	CR + 7 years	n/a	Notify
Farmland preservation agreements: application	CR + 7 years	s. 91.13 (1)	Waived
Forest products: notice of cutting forest products	CR + 7 years	s. 26.03 (1)(a)	Waived
Forfeiture: statements regarding the collection of and the payment to county treasurer	CR + 7 years	s. 778.15	Waived
Legislative documents, copies of	Retain until superseded by published statutes	s. 35.85 (11)	Waived
Metropolitan Transit Authority annual report	CR + 7 years	s. 66.94 (40)	Waived
Oaths of office: county officers	CR + 7 years	s. 59.23 (2), 59.52 (4)	Waived
Officers: town, city and village certified to county clerk	After date of expiration of term listed	s. 59.52 (4)	Notify
Official bonds: county officers	CR + 6 years	s. 59.17 (14)(b), 59.52 (4)	Waived

P15

Ord # 20 2011

Records Series	Retention	Authority	Notification
Payment vouchers and disbursement made by county treasury	CR + 7 years or until audited, whichever is earlier	s. 59.69 (4)	Waived
Publications fees	CR + 7 years	s. 985.065 (2)(d)	Waived
Removals from office; testimony and proceedings	CR + 7 years	s. 17.16 (8)(c)	Notify
Resignation of public officers	CR + 7 years	s. 17.01 (5), 17.01 (7)	Waived
Resolutions: agricultural use zoning ordinance	CR + 7 years	s. 91.73 (3)	Waived
School tuition claims for nonresidents	CR + 7 years	s. 121.77 (2)(a)	Waived
Town: order establishing a new town	CR + 7 years	s. 59.23 (k)	Notify
Town: record of any alteration of boundaries or organization of town	CR + 7 years	s. 59.23 (k)	Notify
Writs of certiorari	CR + 7 years	s. 753.04	Waived
<b>County Board</b>			
County board committee proceedings	CR + 7 years	n/a	Notify
County board meeting notices	CR + 7 years	s. 59.11	Waived
County board ordinances	CR + 7 years	n/a	Notify
County board proceedings: original papers, resolutions and reports concerning	6 years after date of publication	s. 59.717 (1)	Notify
County board resolutions	CR + 7 years	s. 59.02 (1)	Notify
Statistical report of county clerk to county board	CR + 2 years	n/a	Notify
<b>Elections</b>			
Absentee certificate-affidavit envelopes	90 days after date of local election and 22 months after Federal election	s. 7.23	Waived
All other election materials and supplies	90 days after date of local election and 22 months after Federal election	s. 7.23 (1)(k)	Waived
Ballots, Federal	22 months after election	s. 7.23 (1)(f)	Waived
Ballots, non-Federal	30 days after election	s. 7.23 (1)(h)	Waived
Cancelled voter registration cards	4 years after cancellation	s. 7.23 (1)(c)	Waived
Certificate of election	CR + 7 years	s. 7.60 (6)	Waived
Certified lists of all candidates on file	90 days after date of local election and 22 months after Federal election	s. 7.08 (2)(a)	Waived

County Clerk  
Addendum B

37

Ord # 20 2011

Records Series	Retention	Authority	Notification
Detachable recording units	14 days for primary and 21 days after any other election--clear or erase after transfer to a disk or other recording medium	s. 7.23 (1)(g)	Waived
Disk or tape of election data	90 days after date of local election and 22 months after Federal election	s. 7.23 (1)(g)	Waived
Election notices (types A-E and special elections), proofs of publication and correspondence	1 year after date of local election and 22 months after Federal election, unless contested, then by court order	s. 7.23 (1)(j)	Waived
Election returns including inspector's statements, tally sheets, lists and envelopes	90 days after day of local election and 22 months after Federal election	s. 7.23 (1), 7.51 (5)	Waived
Election supplies	90 days after date of local election and 22 months after Federal election	s. 7.10 (1)(a)	Waived
Electronic ballot tallies	90 days after day of local election and 22 months after Federal election	s. 7.23 (1)(g)	Waived
Federal elections records other than registration cards	22 months after day of election	s. 7.23 (1)(f)	Waived
Financial registration statements	6 years after date of termination of registrant	s. 7.23 (1)(d)	Waived
Financial campaign reports	6 years after date of receipt	s. 7.23 (1)(d)	Waived
Nomination papers for political party committee man or woman	90 days after date of election	s. 7.23 (k)	Waived
Nomination papers--County offices, 1940 and after	90 days after election	s. 7.23 (k)	Waived
Nomination papers--County offices, before 1940	n/a	n/a	Notify
Official canvasses including statements and determinations for local elections	10 years after date of election	s. 7.23 (1)(i)	Waived
Official canvasses: votes cast for state and national offices	10 years after date of election	s. 7.23 (1)(i)	Waived
Recount fee record	CR + 7 years	s. 9.01 (1)(ag) 4	Waived
Registration and poll lists; non-partisan elections, 1940 and after	2 years after election	s. 7.23 (1)(f)	Waived
Registration and poll lists; non-partisan elections, before 1940	n/a	n/a	Notify
Registration and poll lists; partisan elections, 1940 and after	4 years after election	s. 7.23 (1)(f)	Waived
Registration and poll lists; partisan elections, before 1940	n/a	n/a	Notify
Registration and voting statistics	90 days after date of local election and 22 months after Federal election	s. 6.275 (1)	Notify
Sample ballots	22 months after federal election and 30 days after non-federal election	s. 5.66 (2)	Waived

Records Series	Retention	Authority	Notification
<b>Licenses</b>			
Automobile registration lists	CR + 7 years	s. 341.17 (4)(a)	Waived
Dog license fee records, reports	3 years provided the records have been audited	s. 174.08	Waived
Dog licenses and tags: related records	CR + 2 years	s. 174.07	Waived
Dog licenses: town and municipal treasurers' records of licenses sold and issued	CR + 3 years	s. 59.52 (4)	Waived
Dogs: list of, kept in assessment district	CR + 2 years	s. 174.06 (7)	Waived
Hunting, trapping, fishing licenses and other approvals	CR + 3 years	s. 29.09, 29.09 (6)	Waived
License fee records: hunting, trapping, fishing	3 years provided the records have been audited	s. 29.09 (7)(a)	Waived
Livestock: claims for damage by dogs	CR + 7 years	s. 174.11 (1)	Waived
Marriage license applications and supporting papers	CR + 10 years	s. 59.52 (4)	Waived
Marriage license docket	CR + 7 years	s. 765.20	Waived
Marriage license receipts and records	CR + 7 years	s. 59.07 (90) (Milw. Co. only), s. 765.15	Waived
Marriage of underage persons, consent of guardian	CR + 7 years	s. 765.02 (2)	Waived
Notice of stray animals	CR + 2 years	s. 170.02	Waived
Vehicles: applications for registration of	CR + 7 years	s. 341.08 (5)	Waived
<b>Public Lands and Roads</b>			
Airport land: acquisition of, order and maps	CR + 7 years	s. 114.33 (6)	Notify
Award of compensation pursuant to relocation orders	CR + 7 years	s. 32.05 (7)(a)	Waived
Condemnation proceedings: assessments of benefits and damages made in	CR + 7 years	s. 27.065 (2)(b)	Waived
Condemnation proceedings: publication of final determination as a class 2 notice	CR + 7 years	s. 27.065 (6)(j)	Waived
County forest lands: easements, entry and withdrawal	CR + 7 years	s. 28.11 (4)(f), 28.11 (4)(d)	Waived
County forest road aids: maps	CR + 7 years	s. 86.315 (4)(a)	Waived
County highways: acquisition of land, order and map; construction, statements and payroll	CR + 7 years	s. 83.08 (1), 83.04 (4)	Waived
County highways: finding, determination, and declaration regarding controlled access	CR + 7 years	s. 83.027 (1)	Waived
County improvement notice	CR + 7 years	s. 27.065 (9)(a)	Waived

County Clerk  
Addendum B

Ord # 20 2011

Records Series	Retention	Authority	Notification
County park commissioners: appointment of	CR + 7 years	s. 27.02 (1)	Waived
County parks and parkways: final determination of damages and benefits; notice of appeal, liens against property, plans and specifications of contractors,	CR + 7 years	s. 27.065, (5)(6)(8)(9)(10)	Waived
District protection and rehabilitations, special assessments and changes	CR + 7 years	s. 33.32 (1)(c)	Waived
Drainage district: transfer to other jurisdiction, petition and resolution	CR + 7 years	s. 88.83 (4)	Waived
Flood works: petition for reports; notice of hearing	CR + 7 years	s. 87.04 (1), 87.07 (1)	Waived
Highway and road records, miscellaneous, before 1930	n/a	n/a	Notify
Highway jurisdiction maps	CR + 7 years	s. 86.302 (1)	Waived
Leasing of land under the U.S. flood control act of 1954	CR + 7 years	s. 24.39 (3)	Waived
Municipal power and water districts: resolutions of organization, public service commission reports, petitions, referendum results	CR + 7 years	s. 198.03, 198.04, 198.06	Waived
Notices to town assessors regarding lands sold and owned by county: copies	CR + 3 years	s. 59.52 (4)	Waived
Petitions and objections regarding establishment of public land, inland lake protection and rehabilitation district	CR + 7 years	s. 33.26 (1), 33.25 (1)	Waived
Protest of proposed zoning amendment in airport affected area	CR + 7 years	s. 59.69 (5)	Waived
Relocation orders	Retain latest revision for each project	s. 32.05 (1)(a)	Waived
Resolution redefining metro sewage district boundary	CR + 7 years	s. 66.888 (1)(d)	Waived
State trunk highways, county maps	CR + 7 years	s. 84.02 (12)	Notify
Streets and parkways: adoption of grades and alterations	CR + 7 years	s. 27.065 (3)	Waived
Town highways, petitions for immediate repair to culvert or bridge	CR + 7 years	s. 81.38 (3)	Waived
Town highways: appropriations; appeals to county board	CR + 7 years	s. 81.38 (1), 88.83 (4)	Waived
Zoning ordinance: adoption of	CR + 7 years	s. 59.61 (5)	Waived
<b>Social Services</b>			
Aid: administration of and record of disbursements	CR + 7 years	s. 45.14 (2)	Waived
Aid: application for, hearing and review	CR + 7 years	s. 49.50 (8)(b) 1, 49.50 (9)(a)	Waived
Annual report: department of social services	CR + 7 years	s. 46.18 (10)	Waived
Audit by state Department of Health and Social Services and administrative review of general relief agency	CR + 7 years	s. 46.206 (1)(c), 46.208 (2)(m)	Waived



Ord # 20 2011

Records Series	Retention	Authority	Notification
Audits of claim against county	CR + 7 years	s. 46.18	Waived
Bonds furnished by conservator of county hospital patient or county home resident or guardian for mentally ill patient	CR + 7 years	s. 880.295 (1)	Waived
Cemetery care funds	CR + 7 years	s. 157.11 (9g)(a) 2.	Waived
Clerk of Court for juvenile matters: appointment of	CR + 7 years	s. 48.04 (1)	Waived
Power of attorney for health care instrument:	CR + 7 years	s. 155.30 (3)	Waived
Soldiers graves: record for the care of	CR + 7 years	s. 45.185 (2)	Waived
Veterans burials and record of financial assistance	CR + 7 years	s. 45.17	Waived
Veterans service commission: individual members' surety bond	CR + 7 years	s. 45.12 (2)	Waived
Wills, living	CR + 7 years	s. 154.03 (2)	Waived
<b>Taxes</b>			
Apportionment of county taxes: record of	CR + 7 years	s. 70.63 (1)	Waived
Court certificates drawn on county treasurer	CR + 7 years	s. 66.081	Waived
Illegal tax certificates charged back to local tax districts	3 years after charging back	s. 59.52 (4)	Waived
Local assessors: reports detailing the work of	CR + 7 years	s. 73.06 (5)	Waived
Notice of application for tax deed: affidavits related to	CR + 7 years	s. 75.12 (3)	Waived
Notices of application for taking of tax deeds and certification of non-occupancy, proofs of service and tax certificates filed	CR + 15 years	s. 59.52 (4)	Waived
Receipts from every county officer, employee, board, commission or other body collecting or receiving money on behalf of the county	CR + 7 years or until audited, whichever is earlier	s. 59.61 (1)	Waived
Receipts issued by treasurer: copies	CR + 4 years or until audited, whichever is earlier	s. 59.25 (3), 59.52 (4)	Waived
Service of notice on owner of record of original title	CR + 7 years	s. 75.28 (2)	Waived
Tax Appeals Commission: appeals to	CR + 7 years	s. 70.64 (6)	Waived
Tax Appeals Commission: notice of hearing	CR + 7 years	s. 70.64 (4)	Waived
Tax apportionment notices sent to local taxing districts: copies	CR + 3 years	s. 59.52 (4)	Waived
Tax apportionment: notices from Secretary of State	CR + 3 years	s. 59.52 (4)	Waived
Tax deeds	CR + 7 years	s. 75.16	N/A
Tax deeds: cancellation of	CR + 7 years	s. 75.23	Waived
Tax receipts	CR + 15 years	s. 59.52 (4)	Waived
Taxes levied on taxable property: statement of	CR + 7 years	s. 69.62	Waived
Woodland tax law: copy of DNR action - request to place under law	CR + 7 years	s. 77.16 (9)	Waived
<b>General</b>			

County Clerk  
Addendum B

41

Ord# 20 2011

Records Series	Retention	Authority	Notification
Any record subject to litigation, claim, audit or other action	until permission to destroy obtained from corporation counsel	n/a	Waived
Cancelled checks	CR + 7 years	s. 59.52 (4)	Waived
Correspondence	CR + 3 years	n/a	Waived
Financial records	n/a	n/a	Notify

P160

County Treasurer  
Addendum C

61

Ord # 20 2011

Records Series	Retention	Authority	Notification
Accounts payable: detail listing & check register (copies)	CR + 3 years	-	Waived
Appraisals, county-owned property	CR + 7 years	-	Waived
Assessments: certified special assessment roll	destroy after assessment collected or 7 years, whichever is longer	-	Waived
Assessments, real property	CR + 7 years	-	Notify
Assessments: statement of new special assessments	CR + 5 years	-	Waived
Assessments: special assessment payment register	destroy after all assessments collected or 7 yrs., whichever is longer	-	Waived
Audit letters	CR + 3 years	-	Waived
Balancing reports	CR + 3 years	-	Waived
Bank credit/debit notices	1 year after audit	-	Waived
Bank reconciliation	3 years after audit	-	Waived
Bank statements	CR + 7 years	-	Waived
Bankruptcies	CR + 7 years until superseded	-	Waived
Cash books, daily	FIS + 3 years provided audit is complete	-	Waived
Cash drawer reconciliation	1 year after audit	-	Waived
Check register	CR + 7 years	-	Waived
Checks, cancelled	CR + 7 years	S. 59.52(4)	Waived
Checks, outstanding	CR + 7 years	-	Waived
Correspondence, general	CR + 3 years	-	Waived
Deposit tickets and books	1 year after audit	-	Waived
Discontinued tax key numbers	Permanent	-	N/A
Journal entries, resolutions, cash receipts, treasurer's cash	CR + 3 years	-	Waived
Lottery cards, signed	4 yrs. including credit year	Administrative Code Chap. 20.15 (5)	Waived
Probate fees report	7 years	-	Waived
Receipts: general & settlement	CR + 7 years	S. 59.52(4)	Waived
Sale assessments	CR + 7 years	-	Waived
Suit tax, monthly	CR + 7 years	-	Waived
Tax deeds, foreclosure	CR + 15 years	S. 75.19 75.195	Waived

County Treasurer  
Addendum C

Ord # 20 2011

Records Series	Retention	Authority	Notification
Tax receipts	CR + 15 years	s. 59.52(4)	Waived
Tax rolls, municipal	CR + 15 years	s. 59.52(4)	Notify
Tax sales records, including sale of tax deeded lands	CR + 7 years	s. 75.35	Notify for records prior to 1940. Waived for 1940 records and after.
Wires, bank	7 years	-	Waived

P162

Register of Deeds-Permanent  
Addendum E

Record Series	Retention & Authority	Notification
Annexation of territory by a city or village: related records	s. 66.021 (8)(a)(e), 66.023 (10)	not applicable
Annulment, divorce or legal separation judgement which affects title to real estate or liability for payment of support or maintenance	s. 767.255, 767.40 (2)	not applicable
Appointment of any guardian or conservator appointed in any other state, district, territory or country together with a duly authenticated copy of the appointment of the special guardian of such minor or incompetent person	s. 786.25 (3)	not applicable
Armed forces: registration of all county persons who died in the services of the U.S. armed forces	s. 45.35 (a)	not applicable
Articles of incorporation and amendments for mutual associations	s. 215.71 (3)	not applicable
Articles of incorporation for capital stock associations and amendments	s. 215.61 (3)	not applicable
Articles of incorporation for banking corporation and amendments	s. 221.03 (3)	not applicable
Articles of incorporation; charter or patent of incorporation; certificate of organization or association of any corporation or joint stock company; articles of association or organization of any corporation; certificate or resolution for the purpose of amendment; every amendment in any form of the charter, patent, certificate or articles of association or organization or of the name, corporate powers or purposes of any corporation	s. 891.20	not applicable
Assessors' plats and amendments	s. 70.27 (2)(8)	not applicable
Authorization to execute conveyances on behalf of a private corporation	s. 706.03 (3)	not applicable
Bulkhead line, establishment of or reestablishment of an existing bulkhead line along shore of navigable waters: map, description and ordinance	s. 30.11 (3)	not applicable
Business partnership agreements, amendments, articles of dissolution	s. 178.39	not applicable
Cemetery association (non-profit) certification resolutions and copy of proceedings	s. 157.062 (9)	not applicable
Cemetery plat or map, records: order authorizing the vacating or replating of the lands, record of a cataloged burial site	s. 157.07 (1), 157.07 (5), 157.70 (2)(i)	not applicable
Census schedules	None	not applicable
Certificate of authorization to exercise fiduciary powers	s. 221.04 (6)	not applicable
Certificate of conversion from a mutual association to a stock association or from a mutual savings and loan holding company to a stock savings and loan holding company.	s. 215.58 (3)	not applicable
Certificate reorganizing a mutual association as a mutual savings and loan holding company	s. 215.59 (1)(g)	not applicable
Certificates of conversion from a mutual savings bank to a stock savings bank	s. 214.685 (5)	not applicable
Certified survey map and corrections of	s. 236.34 (1), 236.295 (1)	not applicable
Chattel mortgages	None	not applicable

Ord #20 2011

4/8

Register of Deeds-Permanent  
Addendum E

Ord# 20 2011

45

Record Series	Retention & Authority	Notification
City condemnation and acquisition of property by cities, including report and plan of improvement, common council resolutions related to property	s. 32.55 (3), 32.56 (2), 32.57 (7)(b)	not applicable
City: certificate showing that a city has established an official map	s. 62.23 (6)(b)	not applicable
Condominium instruments: declaration, plats, and plans of a condominium and attached exhibits or schedules	s. 703.07 (1)	not applicable
Contracts: credit sale of alcoholic dispensing equipment, share croppers	s. 125 (33)(2)(e), 241.03 (1)	not applicable
Conveyance and instrument affecting title to land in this state and index	s. 706.05 (1), 706.05 (7)	not applicable
Cooperatives: incorporation articles; contract between cooperative association and members terminations; weekly listing of all documents concerning cooperatives filed and recorded by secretary of state	s. 185.05 (3), 185.42 (1), 185.42 (2)(5), 185.82 (3)	not applicable
Corporate name: record of those using name, amendments, discontinuance	s. 134.17 (1)	not applicable
Corporations (miscellaneous non-profit): fraternal societies, VFW posts and affiliates	s. 188.06, 188.11 (1)	not applicable
Corporations (non-stock): articles of incorporation; articles of merger or consolidation; weekly listing of all non-stock corporation documents filed and recorded by the secretary of state	s. 181.32 (1), 181.45 (2), 181.67 (3)(a)	not applicable
Corporations (religious): certificate of establishment; certificate of consolidation; incorporation articles and amendments; dissolution of corporation	s. 187.01 (2), 187.14 (4)(c), 187.16 (1), 187.16 (1), 187.19 (10)	not applicable
Corporations: resolution dissolving domestic corporation	s. 182.025 (2)	not applicable
Credit Unions: incorporation articles and amendments; certificate to Credit Union commissioner stating incorporation articles have been filed; commissioner of Credit Union's order or certificate canceling a Credit Union's charter	s. 186.35 (1), 186.02 (3)(a), 186.38 (2), 186.315	not applicable
Daily report regarding system of tract indices or system of chain of title indices as required by county board of supervisors resolution	s. 59.43 (12m)(c)	not applicable
Declaration of trust for domestic and alien corporations and amendments	s. 226.14 (1)	not applicable
Deed: certificate of cancelled deed	s. 75.23	not applicable
Descent of property, judgement to determine	s. 867.05 (4)	not applicable
Discharge certificate from U.S. armed forces	s. 45.21	not applicable
Drainage district, orders of organization, assessment for costs on drainage lands, order laying out drain	s. 88.34 (9), 88.40, 88.94 (5)	not applicable
Estate transfer by will, intestacy or appointment, disclaimer of	s. 853.40 (5)(e)	not applicable
Estates: Order settling small estates including those subject to claims of creditors	s. 867.01 (3)(h), 867.02 (2)(h)	not applicable
Estates: statement terminating joint tenancy of life estate	s. 867.04, 865.20 (2)	not applicable
Execution and sale of real estate, certificate of	s. 815.38 (1), 59.43 (11)	not applicable

Register of Deeds-Permanent  
Addendum E

Record Series	Retention & Authority	Notification
Exploration mining lease; and cancellation of	s. 107.20 (1), 107.25 (2)	not applicable
Farmland preservation agreement and relinquishment	s. 91.13 (9), 91.19(5)	not applicable
Farms or county estates, registration of names	s. 59.76(1)	not applicable
Federal tax liens and certificates and notices affecting the liens and indexes	s. 779.97 (2)(b)	not applicable
Forest croplands, order of entry, transfer, withdrawal	s. 77.02 (3), 77.10 (2)(a) 2	not applicable
Forest land (managed): Orders regarding	s. 77.82 (8), 77.91 (5)	not applicable
Forest lands (county): order of entry, withdrawals	s. 28.11(4)(d)(11)(a)	not applicable
Grantor/grantee index -- index to real property records	s. 59.43(9)	not applicable
Highway (controlled access): finding, determination and declaration designating a highway or controlled-access highway; notice of any vacation of a controlled-access highway	s. 53.027 (1), 84.25, 83.027 (13), 84.25 (13)	not applicable
Highway assessments and apportionment on lands for county parks and parkways	s. 27.065 (13)(c)	not applicable
Highway or street maps: map of proposed street or highway for purpose of widening, notice and map for right-of-way, alterations, etc.	s. 80.64, 84.295 (10)(a)	not applicable
Highway register: county	s. 83.01 (7)(g)	not applicable
Ice age trail areas: articles of dedication, amendments, revisions, withdrawal of articles	s. 23.293 (15) (f), 23.293 (15) (17)(e)	not applicable
Index for ancillary documents of a county with a population of 500,000 or more who has copied a document by microphotography, microfilm or optical imaging	s. 228.05	not applicable
Index of records or files kept in the register's office	s. 59.43(10)	not applicable
Industrial development agencies: articles of incorporation	s. 59.57(2)(e)(2)	not applicable
Inland lake protection and rehabilitation district, document authorizing creation of	s. 33.265	not applicable
Interest in property, statement or certificate confirming	s. 865.201 (2), 867.046 (1)(m)	not applicable
Judgment of declaration of interests in real property	s. 841.10 (1)	not applicable
Land patents, U.S.	None	not applicable
Levy or writ of execution on real property	s. 815.195	not applicable
Lien for threshing, husking, baling	s. 779.50 (3)	not applicable
Lien judgement	s. 75.521 (14)	not applicable
Lien or mortgage, discharge order	s. 847.09	not applicable
Lien: certificate of redemption of judgment lien on loan	s. 851.64	not applicable
Liquidated insurer, documents relating to property of	s. 645.46 (17)	not applicable
Lis pendens	s. 840.10 (1), 59.43(11)	not applicable
Marital property agreements and related statements	s. 766	not applicable
Metro sewage district boundary: resolution to redefine	s. 66.888 (1)(c)4b, 66.888 (1)(d)3	not applicable

Ort #20 2011

46

Register of Deeds-Permanent  
Addendum E

Ord # 20 2011

Record Series	Retention & Authority	Notification
Mineral interests: statement of claim	s. 706.057 (4)	not applicable
Mineral rights register consisting of conveyances of mineral interests	s. 706.055	not applicable
Monuments: survey conducted to erect monuments	s. 60.84 (4)	not applicable
Mortgage liens upon public utilities and satisfaction of mortgage lien	s. 66.066 (2)(b)	not applicable
Mortgage: certificate of discharge after foreclosure	s. 846.13	not applicable
[Mortgage] title: evidence of right of creditor to acquire	s. 815.53 (4)	not applicable
Name change: certified copy of order and indexes	s. 786.36	not applicable
Natural areas heritage program: articles of dedication, amendments, withdrawals	s. 23.29(16)(18)(f), 23.29 (20)(e)	not applicable
Oaths of office	s. 19.01 (4) (d)	not applicable
Plat maps and corrections of	s. 236.02 (10), 236.295 (1)	not applicable
Plat maps: notification to authorities to approve or permitted to object to the final plat that has been recorded	s. 236.26	not applicable
Plat maps: resolution of municipality to waive its right to approve plats and resolution to rescind waiver	s. 236.10 (5)	not applicable
Power of attorney	s. 813.23 (1)(b)	not applicable
Probate judgment assigning an interest in real property upon closure of estate	s. 863.29 (1)	not applicable
Proof of age (duplicate or certified copy)	s. 889.28	not applicable
Public land: notice of pending application to lay out, widen, or vacate a public place	s. 840.11 (1)840.11 (1)	not applicable
Public lands: abstract and records of all proceedings relating to the laying out, widening, extending or vacating any street, alley, water channel, park, highway or other public place by any court, county board, common council, village board or town board.	s. 59.71	not applicable
Public lands: annulment of certificates and patents	s. 24.35	not applicable
Rail property: release of first right to acquire by DOT	s. 85.09 (5) (b)	not applicable
Railroads: map showing proposed route	s. 190.10 (1)	not applicable
Railroads: surveyed map and certificate of the alteration or change of routes	s. 191.20	not applicable
Real estate liens: payment affidavit for prior liens	s. 779.98 (3)	not applicable
Real estate owners subject to building codes	s. 62.17 (1)	not applicable
Real estate transfers	s. 77.29	not applicable
Real estate: order confirming the sale of real estate of wards or incompetents	s. 786.07	not applicable
Real property: affidavit of publication of a sale	s. 985.12 (3)	not applicable
Release of power of appointment over legal or equitable interests in real or personal property	s. 702.09 (3)(d)	not applicable
Real units: certificates, waivers, stipulations relating to	s. 101.122 (6)	not applicable



Register of Deeds-Permanent  
Addendum E

Ord #20 2011

Record Series	Retention & Authority	Notification
Retrocession of jurisdiction, documents concerning	s. 1.031	not applicable
Savings bank: articles of incorporation of a savings bank and amendments	s. 214.25 (5)	not applicable
School district: resolution by two or more school districts to establish an alternative method of governing assets and liabilities	s. 66.03 (2c)(b)	not applicable
Security interest in personal property or goods or in crops growing or to be grown: financing statement or other document evidencing the creation of the security interest	s. 409.401 (1)(a), 409.402 (1)(b), 409.402 (9), 59.43 (1)(n)	not applicable
Security interest upon certificate of title of motor vehicles and boats, memoranda regarding	s. 30.572 (4)(5), 342.20 (3)	not applicable
Security interests: financing statements, amendments, termination statements, continuation statements, statements of assignment and statements of release	s. 409.404 (1)(a), 409.405 (2), 409.410 (1)	not applicable
Sewer and transportation facilities, record of damage awards by condemnor	s. 32.05(7)(c)	not applicable
Share croppers' contracts	s. 241.03 (1)	not applicable
Solar access rights: notice granting permit, notice terminating rights, waiver of rights by permit holder	s. 66.032 (6)(b), 66.032 (9)(c), 66.032 (10)	not applicable
Solid waste disposal facility or a hazardous waste facility: notation of the existence of	s. 144.44 (4)(b), 59.43(1)(g)	not applicable
Surety company bond	s. 344.36 (2)	not applicable
Surplus state-owned real property, agreement of transfer	s. 16.375 (4)	not applicable
Surveyor's records, field notes		not applicable
Time-share instrument and amendments; termination agreement	s. 707.21 (3), 707.24 (2)(b)	not applicable
Town boundary or name change: order or ordinance	s. 59.17 (12); 59.23(2)(k)	not applicable
Town mutual corporate documents	s. 612.81 , 59.43(12)(b)	not applicable
Town sanitary districts: order of establishment referendum and resolutions to consolidate districts	s. 60.71 (7), 60.785 (2)(a)	not applicable
Towns: record of non-compliance with zoning ordinance	s. 60.61 (5)b	not applicable
Tract index	s. 59.43(12m)(a)	not applicable
Trademarks, labels, badges, statement or description of	s. 132.04	not applicable
Trusts: disclaimer of real property or an interest in real property	s. 701.27 (5)(e)	not applicable
Trusts: letters of trust for a foreign trustee [named in a will]	s. 701.16 (1)(d)	not applicable
Village: petition for dissolution of a village and election results on question of	s. 61.187 (2)	not applicable
Village records: Papers, documents and orders relating to the organization and incorporation or the alteration of the boundaries of any village	s. 891.10	not applicable
Vital records: certificate of birth, death, divorce or annulment, marriage documents & related data plus indexes	s. 69.01(15)(a), 59.43(1)(h)	not applicable

Register of Deeds-Permanent  
Addendum E

49

Ord #20 2011

Record Series	Retention & Authority	Notification
Woodland tax lands: entry, declassification of, tax law classification	s. 77.16 (3)(7)(9)	not applicable
Writ of attachment and related records; discharge or attached real estate; certificate of judgement or satisfaction on money or property held by writ of attachment	s. 59.43(11), 811.11, 811.17, 811.22	not applicable

P168

Register of Deeds-Non Permanent  
Addendum E

P169

Ord.#20 2011 \$0

Records Series	Retention & Authority	Notification
Accounts payable	CR + 7 years	Waived
Accounts receivable	CR + 7 years	Waived
Accounts receivable, paid	CR + 2 years	Waived
Airport protection plans, specifications, and amendments	CR + 7 years s. 114.135	Waived
Any records subject to litigation, claim, audit or other action	Until permission to destroy obtained from Corporation Counsel	Waived
Applications for certified copies	CR + 2 years	Waived
As-built tracings	Life of project	Waived
Bills of sale	CR + 6 years	Waived
Blueprints	Until superseded by as-built tracings	Notify
Breeding service: claim and payment for	CR + 7 years s. 779.49 (1)	Waived
Cancelled checks	CR + 7 years s. 59.54(16)	Waived
Cash register tapes	CR + 2 years	Waived
Certificates of old age assistance and indexes	CR + 7 years	Notify
City record of officers and employees' surety bonds	CR + 7 years s. 66.145	Waived
City/Village: Reorganization of city as village, election returns on question of	CR + 7 years s. 66.019 (6)	Waived
City/village: lease of space by	CR + 7 years s. 66.048 (3)(c)	Waived
Correspondence	CR + 3 years	Waived
Equipment & furnishings inventories	Until superseded	Waived
General information	CR + 7 years	Notify
Guardian, petition for appointment of	CR + 7 years s. 880.215	Waived
Indigent defendants: certificate of legal fees paid by county or state	CR + 7 years s. 757.66	Waived
Insurance policies, claims made	7 years after expiration s. 59.52(10)	Waived
Insurance policies, occupancy	CR + 7 years s. 59.52(10)	Waived

Register of Deeds-Non Permanent  
Addendum E

Oct 20 2011

51

Records Series	Retention & Authority	Notification
Liquidated insurers' records	7 years after close of liquidation proceedings s. 645	Waived
Municipal redevelopment plan and revisions	CR + 7 years s. 66.431 (9)(a)1, 66.431 (11)(b)	Notify
Notice of removal of human corpse	2 months from date of death; Dept. H&SS directive	Waived
Notification of failure to pay taxes and notification of balances due (veterans)	CR + 7 years s. 45.53	Waived
Order to suspend proceedings for collection of property taxes of property owned by veterans	CR + 7 years s. 45.53 (6)	Waived
Purchase orders	CR + 7 years	Waived
Raze order	CR + 7 years s. 66.05 (1)(d)	Waived
Receipt journals	CR + 7 years	Waived
Receipts	CR + 7 years	Waived
Report for final disposition of corpse	2 years from date of death; Dept. H&SS directive	Waived
Treasurers receipts	CR + 2 years	Waived
UCC filings (Fixture) 409.403 (6) 409.402 (5)	EVT = satisfaction of mortgage s. 409.403 (6), s. 409.402 (5)	Waived
UCC filings (Non-fixture)	CR + 5 years s. 409.403 (3)	Waived
UCC - 11, search copies	CR + 2 years	Waived
Vital record, request for copy of	FIS + 1 year	Waived
Vouchers order/register	CR + 7 years	Waived
Wills, foreign: certificate of assignment	CR + 7 years s. 868.05 (2)	Waived
Wills, notice that proceedings have been taken to contest the will	CR + 7 years s. 868.01 (3)	Waived

Ord#20 2011

5.2

Record Series No.	Records Series Title	Retention Period	Authority	WHS Notification	Custodian (\$19.33 Wis. Stats.)	Notes
	District Attorney					
	Breathalyzer Unit Certification	S	s. 978.07(1)(d)	Waived		
	Check Complaints	EVT		Waived		
	Check Ledger Cards	CR + 7 years		Waived		
	Civil Cases	EVT + 3 years; EVT = Commencement of Action	s. 978.07(1)(a), (1)(b)	Notify		
	DNR (Department of Natural Resources) Citations	EVT		Waived		
	Felony or Related Cases	EVT + 10 years; EVT = Case closed or Mandatory release date reached; which ever is later	s. 978.07(1)(c)3	Notify		
	Felony or Related Cases Punishable by a Maximum Period of Imprisonment Equal to At Least 20 Years	EVT + 20 years; EVT = Released or paroled; which ever is later	s. 978.07(1)(c)2	Notify		
	Felony or Related Cases Punishable by Life Imprisonment (aka Homicide)	EVT + 50; Released or paroled; which ever is later	s. 978.07(1)(c)1	Notify		
	Grant Reimbursement Proposals (Victim Witness)	CR + 10		Waived		
	Juvenile Cases - JV / Juvenile Delinquency	EVT + 10; EVT = Juvenile's 17th Birthday	SCR 72.03(2)	Waived		
	Juvenile Consumption Files	EVT + 6; EVT = Final Judgment	SCR 72.03(2)	Waived		
	Juvenile DNR Citations	EVT + 6; EVT = Final Judgment	SCR 72.03(2)	Waived		
	Juvenile Municipal Citations	EVT + 3; EVT = Final Judgment	SCR 72.03(2)	Waived		
	Juvenile Truancy Violations / Citations	EVT + 6; EVT = Final Judgment	SCR 72.03(2)	Waived		
	Misdemeanor Cases	EVT + 3; EVT = Commencement of Action	s. 978.07(1)(a), (1)(b)	Waived		
	Ordinance Violations	EVT + 3; EVT = Commencement of Action		Waived		
	Parking Citations	EVT + 3; EVT = Commencement of Action	s. 978.07(1)(b)	Waived		
	Search Warrants	EVT + 6; EVT = Filed with Court	SCR 72.01(27)	Waived		
	Subpoena Duces Tecum	S		Waived		
	Traffic Cases	EVT + 3; EVT = Commencement of Action	s. 978.07(1)(b)	Waived		
	Trust Account Audits, Monthly	EVT + 6; EVT = Case Related	SCR 20(1-15) & s. 757.293(2)	Waived		
	Vacation Schedule, Police Officers	S		Waived		

District Attorney  
Addendum F

Ord # 20 2011 53

Record Series No.	Records Series Title	Retention Period	Authority	WHS Notification	Custodian (§19.33 Wis. Stats.)	Notes
	Vehicle Seizures	EVT + 3: EVT + Date of Seizure	s. 978.07(b)	Waived		
	Victim / Witness Card Files	EVT + 6: EVT = Case Closed	s. 978.07(3)(d)	Waived		
	Victim / Witness Cases	EVT + 6: EVT = Case Closed	s. 978.07(3)(d)	Waived		
	Victim / Witness Statistics Sheet, Closed	EVT + 6: EVT = Case Closed	s. 978.07(3)(d)	Waived		
	Victim / Witness Volunteers and Schedules	S		Waived		

Ad Hoc Rules Committee Meeting Minutes  
April 6, 2011, 3:30 p.m., Room A160

P173

Meeting was called to order by Chairman, Allen at 3:43 p.m. Present were Jack Allen, Joe Stuchlak, Bill Miller, Bev Ward and John West. Also present was Cindy Phillippi and Marcia Kaye.

The meeting was properly noticed. Motioned by Stuchlak/Ward to approve the Agenda. Motion carried by unanimous voice vote.

Suggested changes from the department heads will be welcomed.

The committee left the following items as is:

- Page 10, line 49, strike "prior", change initiating to initiated and delete line 52, ~~Denial of such requests by the Personnel Director may be appealed to the Executive Committee.~~
- Insert page 19
  - Insert (1) under section 1.06 and a (2) under 1.06 for break time for nursing mothers, on page 19, line 39 – **BREAK TIME FOR NURSING MOTHERS**

Under Section 7 of the amended Fair Labor Standards Act, employers are required to provide reasonable break time for an employee to express breastmilk for her child(ren) for up to one year after the child(ren)'s birth, each time such employee has need to express the milk.

An employee interested in participating in the County Lactation Program should contact their supervisor, Department Head, or Personnel Director. The employee will be assisted in arranging the required time plus a private, clean room, not a rest room, with access to electricity where the employee will be comfortable expressing milk.

Anticipated lactation times shall be established by each employee based on her work schedule. Employees will be asked to use their rest breaks and/or lunch periods to help balance their work and personal needs. Additional unpaid break time or flex time may be granted by the Department Head solely for the purpose of expressing milk, as long as providing such break time does not unduly disrupt operations.

Certified Lactation Consultants are available through the Adams County Health & Human Services Department of Public Health to assist employees with questions regarding breastfeeding, storage of breastmilk, use of a manual or electric pump and to provide information to help new mothers continue breastfeeding after returning to work.

Discrimination and harassment of breastfeeding mothers in any form is unacceptable and will not be tolerated. Any incident of harassment of a breastfeeding employee will be addressed in accordance with the Adams County's policies and procedures for discrimination and harassment. Employees will not be retaliated against for exercising their rights under this policy.

- Page 48, 3.01/3.02 strike all, replace with "proposed language-resignation & notification of termination"

### **SECTION 3 – RESIGNATIONS & TERMINATIONS**

**3.01 Resignation Notice.** ~~Employees wishing to resign in good standing shall give written notice to the Personnel Director and Department Head not less than ten (10) business days before such resignation shall be effective. Department Heads, supervisors, managers, and professional employees shall give thirty (30) calendar days resignation notice. Department Heads shall give written notice to the Personnel Director, with a copy to the Administrative Coordinator/Director of Finance and the Home Committee Chair. When the resignation is received, the Department Head shall complete the Resignation Notice and return it to the Personnel Director. When a resignation notice is received, it shall be accepted by the Department Head and shall be final unless reversed by the Department Head and the Administrative Coordinator/Director of Finance. Failure to give at least ten (10) days notice of resignation shall cause forfeiture of fringe benefits otherwise available to the employee including, but not limited to, accrued vacation, sick leave and floating holidays. If proper notice is given, resignation pay consisting of all accrued vacation and eligible sick leave will be included in the last check of the employee. Unauthorized absence of an employee for three (3) consecutive workdays may be considered a resignation of such employee.~~

**3.02 Notification of Termination/Resignation.** ~~The Department Head shall notify the Personnel Director in writing as soon as he learns that an employee is leaving. The Personnel Director shall be responsible for notifying the Administrative Coordinator/Director of Finance Office in writing of the employee's resignation/termination within two (2) work days. The MIS Director shall be notified immediately, in order to remove access to County computers and systems.~~

#### **3.01 Resignation Notice.**

A. Employees wishing to resign in good standing shall give written notice to the Department Head not less than ten (10) business days before such resignation shall be effective. The Department Head shall provide written notice of the resignation to the Personnel Director. When a resignation notice is received, it shall be accepted by the Department Head and shall be final unless reversed by the Department Head and the Personnel Director.

B. Department Heads, supervisors, managers, and professional employees shall give thirty (30) calendar days written resignation notice to the Personnel Director, with a copy to the Administrative Coordinator/Director of Finance and the Home Committee Chair. When a resignation notice is received it shall be accepted by the Personnel Director and shall be final unless reversed by the Home Committee Chair.



C. Failure to give the minimum notice of resignation listed above shall cause forfeiture of fringe benefits otherwise available to the employee including, but not limited to, accrued vacation, sick leave and floating holidays. If proper notice is given, resignation pay consisting of all accrued vacation and eligible sick leave will be included in the last check of the employee. Unauthorized absence of an employee for three (3) consecutive workdays may be considered a resignation of such employee.

**3.02 Notification of Termination/Resignation.** When notified that an employee is leaving, the Personnel Director shall be responsible for notifying the Administrative Coordinator/Director of Finance Office in writing of the employee's resignation/termination within two (2) work days. The MIS Director shall be notified immediately, in order to remove access to County computers and systems at the appropriate time.

- Page 3, 4.01 B, strike line 41-42, ~~Decisions and policies shall be made in the proper channels of the County Government structure;~~
- Page 1, 1.01 change as follows:

#### **SECTION 1 - SCOPE**

**1.01** It is the intent of the County Board of Supervisors, hereinafter termed County Board, to the extent permitted by the laws of the State of Wisconsin and the Federal Government, to establish uniform County Personnel and General Administrative Policies. The rules, regulations and policies shall apply to the County Board, Committees, Boards, and Commissions where applicable and to all employees of the County under jurisdiction of the County Board. ~~These rules, regulations and policies are also applicable to the employees of separate Committees, Boards and Commissions, which have been established by the County Board. The County Board reserves the right to delegate certain functions of personnel administration to its representatives in accordance with the authority granted by the Wisconsin Statutes when the Board deems such delegation to be appropriate and in the best interest of the County. This Policy shall not apply where State or Federal Statutes, rules, regulations or collective bargaining agreements conflict and shall supersede all previous policies that conflict with the policies herein.~~

- Page 1, Section 2.01 lines 20 – 21 Duration

**2.01** An Ad Hoc committee shall be formed in October in even years to update the Personnel & General Administrative Policies, suggested changes from department heads are welcomed. ~~the Administrative Coordinator/Director of Finance, Corporation Counsel and Personnel Director.~~ The updated document shall be presented to the County Board no later than the April County Board Meeting in odd number years for approval.

- Page 1, Section 2.02 duplicated in section, 5.03 page 8, again on section 7.02 c on page 15. It is recommended to revise and combine these sections placing on page 1 under section 2 – duration as follows:

**5.03**— 2.02 All current and/or new employees shall acknowledge receipt of a copy of the County Personnel and General Administrative Policies on the Form provided with

these Policies. The signed Form shall be forwarded to the Personnel Director and placed in the employee's personnel file. The Personnel Director shall orient all new employees relative to general conditions of employment including County rules, job descriptions, and pay.

**2.02** 2.03 Department Heads shall review and provide copies of all changes adopted by the County Board with their staff, in a staff meeting. ~~Any time there is an update to the Policy all Employees will be required to sign a receipt, acknowledging the employee received a copy of the changes, of the updates to the Personnel and General Administrative Policies. This receipt will which will be placed in the employee's personnel file.~~

### **7.02 Procedures.**

~~A. The Personnel Director shall orient all new employees relative to general conditions of employment including County rules, job descriptions, and pay. Employees shall sign the form at the back of this Policy indicating they have received a copy of the Personnel and General Administrative Policies and any addendums. This form is to be returned to the Personnel Director and placed in the employee's personnel file.~~

- Page 1, Section 3 line 39 ~~strike can be found on the County Website~~ replace with " are available in the County Clerk's Office."

**3.02** The County Board is elected on a nonpartisan basis for a two (2) year term on even numbered years. The County operates with a system of Committees, Boards, and Commissions made up of County Board Supervisors and citizen members. A listing of all assignments and County Board proceedings ~~can be found~~ are available in the County Clerk's Office. ~~on the County Website.~~ Each Committee, Board or Commission shall set policy for all programs and activities of the Departments that report to them, annually review the budget of the Department, and act on all Resolutions, Ordinances, Petitions, and Denials affecting any Department or Agency that reports to it.

- Page 2, Section 3.07 lines 50 -53, page 3, lines 2-9 and page 64, Section 23 – Contracts, Titles & Leases 23.01 are duplicated. It is recommended to strike the above mentioned sections and rewrite them as follows:

~~Page 2, 3.07—All County contracts and lease agreements shall be reviewed and initialed by the Corporation Counsel before approval by the County Board or appropriate Committee. Once approved by the County Board or Committee, the Administrative Coordinator/Director of Finance shall sign all contracts or lease agreements.~~

~~Page 3, lines 2-9 Unless the authority to approve the contract is granted directly to a Committee by State Statute, any contract to which the County or Committee~~

~~or other sub unit is a party, may only be entered into with approval of the County Board if the contract would impose obligations, financial or otherwise, on the County which would last beyond the term of the currently sitting Board. All cost-share contracts allocating grant funding to Adams County residents for the purpose of installing conservation practices and then required to maintain the conservation practices beyond the term of the current sitting Board shall be exempt and shall only require review by Corporation Counsel and approval by the appropriate Committee.~~

### **SECTION 23 - CONTRACTS, TITLES & LEASES**

**23.01** All original contracts, titles and leases shall be reviewed and initialed by the Corporation Counsel and Administrative Coordinator/Director of Finance prior to Committee and/or County Board approval.

**23.02** All original contracts, titles and leases shall be signed by the Administrative Coordinator/Director of Finance, after review and approval of the Corporation Counsel and appropriate Home Committee provided they have been approved in the current year's budget.

**23.03** Any contract or lease that has not been approved in the current year's budget shall be approved by adoption of a resolution by the County Board.

Unless the authority to approve the contract is granted directly to a Committee by State Statute, any contract to which the County or Committee or other sub-unit is a party, may only be entered into with approval of the County Board if the contract would impose obligations, financial or otherwise, on the County which would last beyond the term of the currently sitting Board. All cost-share contracts allocating grant funding to Adams County residents for the purpose of installing conservation practices and then required to maintain the conservation practices beyond the term of the current sitting Board shall be exempt and shall only require review by Corporation Counsel and approval by the appropriate Committee.

**23.04** A **hard** copy of all **original** signed contracts and leases shall be provided to the County Clerk by the Department Head within five (5) working days.

**23.05** It is the responsibility of the Department Head to follow all contract and lease regulations to ensure all monies are received and paid on time. If funds are received, it is the Department Head's responsibility to deposit the funds with the County Treasurer in accordance with Section 13 - Cash Receipts.

**23.06** All original Contracts, Titles and Leases shall be held in the name of "Adams County Government" and shall be held by the County Clerk unless otherwise stated by law.

**23.07 Failure to follow this Policy may result in discipline up to and including termination.**

- Page 3, section 3.08 is covered under mutual respect, strike all

**3.08** ~~All communications and complaints requiring further Committee action shall be taken to the Administrative Coordinator/Director of Finance in writing, who will in turn direct it to the proper Committee or Department. In the absence of the Administrative Coordinator/Director of Finance, all communications and complaints shall be discussed with the County Board Chair, and the Corporation Counsel, and Personnel Director.~~

- Page 9, section 1.01, line 9, strike signed and, then insert behind approved "signed and dated" then strike and the personnel director.
- Page 9, section 1.03, line 18, strike signed and and insert behind approved "signed and dated"

## **SECTION 1 - JOB DESCRIPTIONS**

**1.01** Each position shall have a written job description containing the title, status, department, supervisor, a general description concerning the purpose of the position, a list of the essential and non-essential job duties, required qualifications, explanation of physical demands and the work environment, and any special requirements necessary to perform a particular job. All job descriptions shall be signed and approved, signed and dated by the Home Committee. and the Personnel Director.

**1.03 Updating Existing Job Descriptions.** Department Heads are responsible for updating all job descriptions for their Department. Department Heads will confer with the Personnel Director prior to submitting it to their Home Committee. All updated or revised job descriptions shall be signed and approved, signed and dated by the Home Committee. All job descriptions will be reviewed every three (3) years by the Department Head. The Department Head will certify, in writing to the Personnel Director that the review has been conducted and that there are no updates or the updated job description is attached.

- Page 10, section 2.10 strike prior, ing Denial of such requests by the Personnel Director may be appealed to the Executive Committee change initiating to initiated

**2.10 Authorization to Hire Recruitment.** Department Heads wishing to fill vacancies in existing budgeted positions shall submit the Personnel Requisition Form to their Home Committee for approval. Once the Home Committee has approved the request, the Department Head shall forward it to the Personnel Director prior to initiating recruitment. The request shall include a copy of the job description, with any updates, for the position the Department Head intends to fill. The Personnel Director shall verify the information and sign the form with appropriate comments

within seven (7) business days. ~~Denial of such requests by the Personnel Director may be appealed to the Executive Committee.~~

**10.03.1** Page 24, section 10.03 c, d, line 29-36, write as follows:

**10.03.2 Open Records.**

C. The Department or Committee Member preparing the agenda shall notice the agenda of a meeting at least twenty four (24) hours in advance of the meeting for the public, all members of the news media who have requested notice, and the official newspaper. As a general rule it is advised by the Attorney General that it should be noticed in three different locations. The agenda shall include time, date, place of the meeting, and subject matter. If there is an anticipated closed session it must be noticed as such in accordance with Wisconsin Statutes. In an emergency situation, a meeting may be called without twenty four (24) hours notice, but emergency meetings do require at least two (2) hours notice of the meeting. ~~and shall be approved by the Corporation Counsel prior to the meeting being called to order. In the absence of the Corporation Counsel, the Administrative Coordinator/Director of Finance may approve the emergency meeting.~~

D. The Department or Committee Member preparing the minutes is responsible for submitting a hard copy of filing the meeting minutes with associated handouts/attachments to the County Clerk within ten (10) working days after the completion of the meeting.

- Add to Chapter 10: Personal Cell Phone Use.

An employee may use their personal cell phone in case of emergency, to conduct their personal business while on break, lunch, before work hours or after work hours. Cell phones should have the ring tone turned off as not to disrupt work during business hours. Due to potential liability risks, employees who are driving county vehicles and conducting county business shall not use their personal cell phone while driving, unless required as part of their job duties. When it is necessary to make or accept a phone call while driving the employee shall make every effort to safely pull off the roadway until the phone business is concluded. Per Wis. Statutes-employees are prohibited from texting while operating a vehicle for county business.

The committee will revisit the following items:

Page 79, 11.02- Committee members-strike ~~Corporation Counsel~~, wanted to replace with anyone as deemed necessary with one member appointed by the **Committee Members**. The Technology Steering Committee will include 7 members. The Committee members should be named as followed:

- A. MIS Manager and/or representative
- B. Administrative Coordinator/Director of Finance or representative
- C. ~~Corporation Counsel~~ (as-needed)
- D. GIS
- E. Health and Human Services ((1) designated by the oversight committee)
- F. Public Safety & Judiciary ((1) designated by the oversight committee)
- (1) County Board Member (as designated /appointed by the County Board Chair committee;

P180 The committee recommended revising the alphabetical listing. They will also revisit this section.

The committee reviewed and recommended:

- Page 46, lines 15-16, strike ~~'being under the influence of, or using a controlled substance or intoxicating beverage'~~ and insert in place, "having a blood alcohol concentration of above .00, (absolute sobriety) or with a detectible amount of restricted control substance"
- Page 83, line 24, strike, ~~Violations shall result in disciplinary actions.~~
- Page 83, lines 26-27, strike ~~while under the influence of,~~ "insert "with a detectible amount of a restricted controlled substance"
- Page 83. Line 34, A violation of this policy subjects the individual to disciplinary action
- Page 83, line 30-31 strike, ~~if legally under the influence of alcohol.~~
- Page 83, line 34 insert, "Violations of this Policy subjects the individual to disciplinary action, up to and including discharge."

Keep the following items on the agenda for the next meeting:

The next meeting date: Wednesday, March 29, 2011 at 3:00 p.m. in A160.

Motioned by West/Stuchlak to adjourn at 5:35 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Philippi, Recording Secretary

These minutes have not been approved.

The meeting was called to order by Chairperson, England at 10:00 a.m. Present: James, Sumpter, Wellumson, England and Djumadi sitting in for Allen. Excused: Allen and Stuchlak.

Motioned by James/Sumpter to approve the agenda. Motion carried by unanimous voice vote.

Motioned by Wellumson/Sumpter to approve the August 15th and September 15th meeting minutes. Motion carried by unanimous voice vote.

Discussion about Planning & Zoning and Land & Water Department transfer of employee and work assignment took place. James said it's a pretty well a done deal. Murphy and McLaughlin are on the same page. Stormwater runoff is up for discussion yet. Each department had an opportunity for input. No additional staff will be needed in Land & Water. This subject will be placed on transition committee agenda discussion. The goal is to make this happen by the 1<sup>st</sup> of January, and to be a done deal.

Item number 2, Emergency Management and Sheriff's Department: the committee will wait until their next meeting. Wollin and Gervais will be invited to come to the meeting, England will contact them.

England reported she was disappointment in the consortium conference, there wasn't anything new. PMF Account Program, tracks trends. It is a future pilot program. England gave a brief synopsis of the Lean Government training seminar she attended. Lean Government came from Japan's system of management. It is a leadership system moving away from directing people to mentoring and coaching them.

Some examples of statements from the Lean Government seminar:

- Victim mentality into taking control
  - None of us is as smart as all of us
  - Problem solving, and critical thinking
  - Stop pointing fingers, address the problems and move beyond the blaming
  - Remove waste from the system
  - Never pass a problem on
  - Many small solutions, combined can be greater than one solution
  - Action verses in action
  - Have people work smarter, than harder
  - Leaders are at all levels
  - Data driven decisions facts and numbers
  - Long term behavior change
    - For example one who may lose weight, have met their goal, but do they keep it off
  - Life style pattern changes
  - Visualize ideal situation
  - Hold accountable - have a plan to be accountable to
  - Visibility is important
  - Green like thinking
  - Fresh eyes
  - We have always done it this way – get away from
  - No closed doors – open
  - Celebrate your accomplishments
  - Acknowledge something positive
- England elaborated on each concept as they were identified.

P182  
Phillippi informed the committee that Lean Government wasn't new. She went to some training sessions several years back and has done some reading on it. The concept is great, however as we get involved in the daily trenches of our jobs it is difficult at best to be providing this form of training to staff on a regular basis. This is something that would need to be practiced daily to be effective. The concepts referenced, problem solving, critical thinking and strategic planning are great, but not everyone has this skill set and not everyone is qualified to train someone in those areas. Phillippi indicated that she may be able to solve problems and be a critical thinker but may not be able to teach someone else on how to develop those types of skills. Wellumson questioned why not as he teaches this practice currently.

Diane referenced the importance of technology: 1950's there was no electricity in rural communities, there is more quality of life now. Internet/broadband applies to our Economic Development, high quality internet.

The committee began to look at department head surveys.

Sumpter indicated that the Personnel director wrote herself out of a job. Highway/Solid Waste could have been consolidated prior to building the new highway building, we cannot move the building.

Wellumson, these departments could be managed by the same person even though they are not collocated.

James questioned the rational of placing the highway shop where it was and why it wasn't built where the Solid Waste Department is. Phillippi explained as county board supervisors, managers and individuals come and go different components, philosophies and political views determine decisions that are made. Just as we talk of the many great ideas today moving ahead and set something in motion, administrations change, as everyone knows there will be an election in April that could change the course again. Those members sitting on a committee may not be sitting on the same committee moving forward into 2012 or an individual may not be reelected. There are many components and obstacles that affect our daily operations. Those of us still employed, who are left behind, have to readjust each time supervisors or administration changes or someone wants to implement something new and change the direction we were heading in. The education process starts over again.

James questions what was discussed at a department head session. Do any of the department heads talk to each other? Myrna's suggestions to combining work forces and share drivers to have cooperative agreement and work something out should be looked at. James agrees with Sumpter on physical location of the building.

There are options to look at 2- 4 years down the road.

Djumadi, thinks they should talk, they should be assigned the task on how they would merge the two departments. We should not throw the idea out. Sumpter, said they would be the ones to know their slow time, busy time, what would work or wouldn't. Explore the use of staff interchangeable is an option.

Kaye talked about a meeting with Kotlowski related to a vacant position. She also spoke of problems with the sharing positions with current existence of the union.

Sumpter, said we still have job postings she doesn't agree with hiring someone who may leave a job and then be laid off. Or that someone would apply and work for a short period then be laid off. Wellumson disagreed, a job is better than no job at all regardless.



James would like to see cross training. On the next agenda he'd like Kotlowski and Diemert present to discuss options, and also Wollin and Gervais to discuss Emergency Management and Sherriff's Department. P183

Wellumson, referenced the county structure from the past to current, having more or less departments, what it would look like and if you would build it the same as before or more vertical? Looking toward the day of retirement and when it happens.

Cross training to be added to the next agenda.

Kaye reported posting positions, that there were 30 applications for the clerk typist position, 10 weren't qualified, there were 5 applications, for the administrative assistant, only 2 are qualified, one is a retired financial adviser with some GASB experience.

Djumadi had concerns about filling the administrative assistant position. She needs a better understanding.

Larson present at 11:09 a.m.

Kaye talked about the Child Support Office call center. Currently they are sharing two different workers, cross training them in Larson's office and Child Support.

Larson informed the committee of the vacant Assistant to Administrator position and they had been using an on call to process vouchers. They also had lacked staff as one was on medical leave.

Kaye said they have a set schedule, for the LTE in Child Support, and on-call.

Djumadi spoke about Personnel position and referenced the survey completed by Kaye. According to the survey this position could be absorbed.

Wellumson, that's to assume we start pulling out and co shared, HR is a specialty, to engineer, the mule driver.

Djumadi would like to see HR under Larson's office as in the survey. Kaye wasn't sure if they had the resources or experience. Larson informed the committee she did have HR experience she was in Human Resources at Black River for 3 years so she does have the experience.

Wellumson, we wouldn't consider this and if we would it would only be if there was a vacancy, half a person won't do. I have other ideas, like Veteran Service Department with Human Services, but that makes too much sense to consider merging.

Sumpter asked about EO Johnson information. Wellumson, said there is no full report on EO Johnson as we have been overtaken by events, called the budget. As for departments surveys we can review and go over them anytime and keep reviewing them at our convenience, next meetings.

Larson, would like to review what other committees, other organizations are seeing change, what has evolved since August and compared to today. There will be a changed prospective after first of the year. If we look at August and see where we are now, then revisit.

England reported on the Extension office, needs assessment survey. The top 10 topics and responses consist of:

1. 88% surface ground water quality
2. 85% water/air quality

P184 3. 84% violence free homes

**Recess:** Motioned by Sumpter/James to recess at 11:25 a.m. Motion carried by unanimous voice vote.

**Reconvene:** Called back to order by Chairperson 11:30 a.m. All present. Excused, Allen and Stuchlak.

4. 79% preventive care access
5. 78% unemployment
6. 77% nutritious food access
7. 76% making healthy food choices
8. 76% prepare healthy safe food
9. 75% manage food dollars

Wellumson wanted to know if any one looked at Adams County workforce profile (DWD.Gov-Profiles) half of homes are not occupied, when he moved from Milwaukee homicide rate was going out of style also commented on other conditions.

10. 75% aging friendly community
11. 75% alcohol and other drug preventions

Relocation of offices was discussed. Planning & Zoning should be upstairs, McLaughlin's office could be in Liz's old office was discussed. That Larson's office could be located in Planning and Zoning area as they don't deal with the public and the window could be used. Real Property Lister/Treasures and Geographic Information Systems in Treasures office currently.

Larson has an alternative perspective, as for efficiency, they routinely work with the County Clerk and Treasurer. They catch county board supervisors in passing, by being in their location. They have daily interaction with Personnel office.

Wellumson does not want to be entrapped in relocating offices, or to get away from what we are looking at. It should not be about office set up unless co location is a material issue.

Set next meeting November 8<sup>th</sup> at 10:00 a.m.

Motioned by James/Sumpter to adjourn at 11:45 a.m. Motion carried by unanimous voice vote.

Respectfully submitted,

Cindy Phillippi  
Recording Secretary  
These minutes have not yet been approved.

The meeting was call to order at 9:04 a.m. by Chairman Miller. The meeting was properly announced. Present, Ward, Stuchlak, Johnson, Croke, Cohen, and Miller. Excused, West. Also present, Barnes, Larson, Karen Bays, and Kotlowski.

Motioned by Croke/Sumpter to approve the agenda. Motion carried by unanimous voice vote.

Croke noted corrections to minutes adding d to change, correcting the spelling of burden, stating clearly indicate, clear and convincing evidence, closed session not doors, standard of review and for or on behalf of someone else.

Motioned by Croke/Sumpter to approve July 18th minutes as corrected. Motion carried by unanimous voice vote.

West present at 9:10 a.m.

Discussion and/or act on grievance policy. The following sections had changes and/or modifications as identified below. Work place safety discussion occurred simultaneously.

1. "Employee" for purposes of a grievance for Discipline and Termination (as defined in this procedure) means a "regular full-time" and "regular part-time" employee who works at least ~~eighty-five (85)~~ sixty (60) hours per month as defined by the Adams County Personnel & General Administrative Policies and who has completed six (6) continuous months of employment with the County. "Employee" does not include any of the following: elected officials; part-time, seasonal employees, temporary employees, contract employees, limited term employees, contractors or their respective employees, employees covered by a collective bargaining agreement that addresses Discipline and Termination or any employees, officials or officers that serve at the pleasure of an appointing authority as provided by Wisconsin statutes. "Employee" for purposes of Workplace Safety (as defined in this procedure) means a "regular full-time" and "regular part-time" any employee of the County.

Employee defined in the safety policy would include seasonal, however; independent contractors would not be included in the definition. Anyone defined as an employee should be able to report a safety issue.

2. **Initiating A Grievance.** An Employee may initiate a grievance relating to Discipline or Termination by presenting a written grievance on the form attached to this policy as Appendix A to the office of the Corporation Counsel within five (5) working days of the event giving rise to the grievance or the date upon which the Employee should have reasonably known the facts giving rise to the grievance. Immediately upon receipt, the Corporation Counsel shall forward a copy of the grievance to the Executive Committee. The Employee must sign and date the grievance. A grievance will not be considered filed until the employee signs the grievance and the grievance is received by the Office of the Corporation Counsel.

**B. County Answer And Hearing Request**

Upon receipt of a complete grievance form, the Corporation Counsel shall within five (5) working days provide a written response to the Employee and the Executive Committee either granting or denying the grievance. If the Corporation Counsel does not answer within five (5) working days the Executive Committee shall set the matter for hearing. The Employee shall have five (5) working days following receipt of the County's denial of a grievance to file a written request for a hearing with the Office of the Corporation Counsel. Failure of the office of the Corporation Counsel to receive a written request for hearing from the Employee

within five (5) working days shall constitute a waiver of the employee's right to use the grievance procedure and abandonment of the grievance.

#### 4. Hearing.

b. **Representation.** The Employee and the County may be represented by an attorney of their choice. Neither party shall be responsible for the attorneys' or witness fees of the other. The Employee may only be represented by an ~~counsel attorney~~.

f. **Close of the Record Hearing;** no briefs. After the Employee and the County have finished introducing evidence, the Impartial Hearing Officer shall close the hearing record. The parties shall have no right to file briefs or position statements.

E. **Costs Of Impartial Hearing Officer.** The Employee and the County shall share the costs of the Impartial Hearing Officer for any grievance filed by the Employee related to a suspension. The County shall pay all costs for the Impartial Hearing Officer associated with a termination. In the event the employee prevails, the entire costs shall be borne by the County.

There should be no cost to the employee when it comes to workplace safety.  
There should be a separate workplace safety procedure.

1. **Report Of An Unsafe Condition.** An employee may not file a grievance relating to a condition that the Employee believes constitutes a Workplace Safety violation unless the employee has first reported the condition to the ~~Corporation Counsel~~ Safety Committee in writing on the attached form, Appendix B.

2. **Initiating A Grievance.** An Employee may initiate a grievance relating to Workplace Safety by presenting a written grievance on the form attached to this policy as Appendix C to the ~~office of the Corporation Counsel~~ Safety Committee within ~~five (5)~~ ten (10) working days of: (a) the Employee's receipt of written notice from the County that the County will not be taking corrective action with respect to an alleged Workplace Safety violation; (b) the County's failure to begin corrective action within ten (10) working days of the Employee's report of the Workplace Safety violation referenced in section 1.04(A) above; (c) the failure of the County to respond to a report of a Workplace Safety violation within ten (10) working days. The Employee must sign and date the grievance. A grievance will not be considered filed until the employee signs the grievance and the grievance is received by the ~~Corporation Counsel~~ Safety Committee.

B. **Requesting An Appeal.** An appeal may be initiated to the County Board by filing an appeal with the Corporation Counsel on the form attached as Appendix D within ~~seven (7)~~ ten (10) working days of the date of the Impartial Hearing Officer's decision. Failure to file a written appeal by the filing deadline will result in the waiver of the right to an appeal and the outcome of the proceedings before the hearing officer shall be final.

D. **Standard Of Review.** The Board shall not overturn or otherwise modify the Impartial Hearing Officer's decision unless the decision of the Impartial Hearing Officer is found to be ~~arbitrary, oppressive or unreasonable~~ clearly erroneous.

E. **Decision.** The County Board shall deliver a written decision to the Employee and the County no later than ~~seven (7)~~ ten (10) working days from the date of the County Board meeting. The written decision shall contain: (1) a statement of the issues; (2) findings, along with an explanation as to why any findings differ from the hearing examiner; and (3) a remedy along with an explanation as to why any remedy differs from the remedy granted by the Impartial Hearing Officer.

All Forms/Appendixes should reflect changes as referred to above.

Workplace safety discussion:

- Make the employee whole if the county is wrong.
- Generate a list of Impartial Hearing Officers
- Local Businesses who may have safety officers may be willing to share resources

- To grieve the employee will need to identify the state and/or federal law violated
- The county will need to provide the employee something in writing upon a complaint P187
- If the grievance is appealed, the members of the Safety Committee would not participate in or vote on the appeal
- Anything can be reported to the Safety Committee
- Appendix B = to include what is unsafe, what corrective action should be taken
- Formal request for hearing should be 10 days
- Initial burden is on the county
- The county is to say yes or no to the violation
- At the end of the day the employ must overcome/prove the county wrong
- The employee must provide clear and convincing evidence to reverse the Hearing Officer's decision.
- The Impartial Hearing officer will leave it up to the county to determine settlement if needed

Kaye present at 9:36 a.m.

Barnes left at 10:05 a.m.

**Recess:** Motioned by Ward/Johnson for a 5 minute recess at 10:45 a.m. Motion carried by unanimous voice vote.

**Reconvene:** Called back to order by Chairman, Miller at 10:55 a.m. All present.

Kotlowski left at 10:45 a.m.

\*\*\*The committee discussed the possibility of a three (3) person safety committee.

Discuss and/or act on distinguishing public safety employees from protective employees with different bargaining rights – memo. The committee took no action each member received a copy of the draft memo. Borowski talked about temporary assignments, this does not constitute a change in classification for purposes of WRS. Being sworn in and deputized does not automatically make an employee protected.

The committee determined that our Corporation Counsel should be the one sending a letter clarifying the WRS deduction.

Albert present at 11:23 a.m.


Corporation Counsel executes the letter to the employees. Borowski will discuss with Albert. The county is following the law and the employees will be notified in accordance to the law.

Next agenda items: memo regarding 4 day workweek, grievance procedure, ethics ordinance, forms, employee handbook, definition of supervisors/managers

Set next meeting date, August 15<sup>th</sup> at 1:00 p.m.

Motioned by Ward/Croke to adjourn at 11:31 a.m. Motion carried by unanimous voice vote.

Respectfully submitted,

  
Cindy Philippi  
Recording Secretary

Adams County Airport Commission  
Minutes for the October 10, 2011 Meeting

Call to Order: Meeting was called to order by Chairman B. Miller at 7:00PM.

Roll Call: J. Kotlowski, M. Bourke, S. Pollina and B. Miller. J. Reuterskiold was excused. Also in attendance were M. Scott, airport manager and S. Sundsmo, grounds keeper.

Audience: Mike Hartz, hangar owner.

Was the meeting properly announced? Yes

Approve Agenda: Motion by Kotlowski, Second by Pollina to approve the agenda. All voted aye, motion carried.

Approve the Minutes: Motion by Bourke, Second by Pollina to approve the September 12, 2011 minutes. All voted aye, motion carried.

Airport Managers Report:

Correspondence:

Scott produced a bill from the Bureau of Aeronautics for the airports share of the weather briefing system from 7/1/2011 to 6/30/2012. Being a contracted service in the budget no action was required.

A complete finalized copy of the airport hangar area construction contract was received and passed around for review. No action required.

A series of emails between Adams County Planning and Zoning and Verizon were passed around to apprise the commission on an anticipated tower that may be within 3 miles of the airport.

Financial Review Monthly Check Summary:

Scott passed around the monthly check summary and expense report for September. With 75% of the year having passed there are no categories that are beyond that amount.

Scott reported that one hangar ground lease has not been paid despite several requests and more recently two invoices for grass cutting have not been paid. Scott will bring the matter to the attention of the Finance Coordinator for action.

Fuel Report:

Fuel sales to October 10, 2011 were 11,508 gallons, about 30% below last years 16,569 gallons to 10/12/2010.

Adams County Airport Commission  
Minutes for the October 10, 2011 Meeting

2012 Airport Budget Update:

The budget has not yet been finalized but Scott reported he has not been contacted for another session with the finance committee.

Motion by Pollina, Second by Bourke to accept the manager's report. All voted aye, motion carried.

Grounds Keeper Report:

Sundsmo reported that all was going well except another tire has gone down on the big tractor. Repairs have been ordered. He is in the process of preparing for the winter snow.


Motion by Kotlowski, Second by Bourke to accept the groundskeepers report. All voted aye, motion carried.

Audience Comments: None.

Next meeting set for November 14, 2011 at 7PM at the Welcome Center.

There being no further business a motion was made by Bourke to adjourn. Second by Pollina. All voted aye, motion carried. Meeting was adjourned at 7:12 PM.

Respectfully Submitted,



Michael L. Scott  
Airport Manager

ADAMS COUNTY BOARD MINUTES  
October 18, 2011 6:00 p.m.

The Adams County Board of Supervisors meeting was called to order by Chairman Sebastiani at 6:02 p.m.  
**Roll Call of Supervisors:** Dist. #01-Glenn Licitar; Dist. #02-Diane England; Dist. #03-Larry Babcock; Dist. #04-Al Sebastiani; Dist. #05-Jerry Kotlowski; Dist. #06-Dean Morgan; Dist. #07-Joseph Stuchlak; Dist. #08-Patrick Gatterman; Dist. #10-Heidi Roekle; Dist. #11-Jack Allen; Dist. #12-Florence Johnson; Dist. #13-Mike Keckeisen; Dist. #14-Bev Ward; Dist. #15-David Renner; Dist. #16- John West; Dist. #17-Bill Miller; Dist. #18-Terry James; Dist. #19-Vacant; Dist. #20-Lori Djumadi. Excused, Dist. #09-Patricia Townsend. Also present, Alexandria Beckman and Nick Theisen from the SAYL program.

Motioned by Allen/Renner to approve the agenda. Motion carried by unanimous voice vote.  
Motioned by Licitar/Ward to approve September 20, 2011 minutes. Motion carried by unanimous voice vote.

**Claims:** None

**Correspondence:** None

**Appointments:**

Motioned by Licitar/Babcock to appoint Mike Keckeisen to the Planning and Zoning and Land and Water Committees. Motion carried by unanimous voice vote.

Motioned by Babcock/Ward to appoint Patrick Kotlowski as Transportation Representative to LEPC. Motion carried by unanimous voice vote.

Motioned by Ward/Kotlowski to appoint David Repinski to replace Karl Klingforth as County board Supervisor for District #19. Motion carried by unanimous voice vote.

Adams County Clerk administered oath of office and sworn in newly appointed Supervisor Repinski.

Motioned by Stuchlak/Johnson to appoint Alexandria Beckman to Solid Waste and Highway Committees, and Nick Theisen to Solid Waste Committee serving as SAYL students in a non-binding voting capacity. Motion carried by unanimous voice vote.

Motioned by Kotlowski/Ward to appoint David Repinski to the Central Wisconsin Community Action, Extension, Health & Human Services and North Central Wisconsin Workforce Development Board. Motion carried by unanimous voice vote.

**New Business:** None

**Unfinished Business:** Motioned by Allen/Keckeisen to take Resolution #51 from the table. Motion to take Resolution #51 from the table, carried by unanimous voice vote. Motioned by Stuchlak/Allen to adopt Res. #51 Personnel & General Administrative Policy Manual and to rescind the previously adopted Personnel & General Administrative Policy Manual.

Motioned by Keckeisen/Kotlowski to insert on page 59 in the mileage section, mileage reimbursement is not to exceed \$250.00 per month. Motion failed by roll call vote 14 no, 5 yes, 1 excused. Voting yes, Keckeisen, Licitar, Morgan, Sebastiani, Stuchlak. Excused, Townsend. (SAYL members 2 no, in a non-binding vote).

Motioned by Allen/Gatterman to strike on page 58, line 1, (D) All vouchers for a department will be turned in monthly at the same time by the next business day for processing in batch order. Insert "All vouchers for a department will be turned in on a weekly basis". Motion carried by roll call vote, 18 yes, 1 no, and 1 excused. Voting no, Ward. Excused, Townsend. (SAYL members 2 yes, in a non-binding vote).



Motioned by Gatterman/Renner to strike on page 58, line 3, (E) ~~once a month by the 15<sup>th</sup> of each month~~ and insert "weekly". Motion carried by roll call vote, 18 yes, 1 no, and 1 excused. Voting no, Ward. Excused, Townsend. (SAYL members 2 yes, in non binding vote).

Motioned by Ward/Kotlowski to strike on page 58, line 4, (F) ~~The Administrative Finance Committee will review and approve/deny monthly payments.~~ Motion carried by roll call vote, 16 yes, 3 no, and 1 excused. Voting no, Allen, Djumadi and Johnson. Excused, Townsend. (SAYL members 2 yes, in a non-binding vote).

Motioned by Renner/Keckeisen to strike on page 58, line 18, ~~17.01 Purpose. All vouchers forms will contain vendor number, account number, and amount of payment, supporting documentation attached. Friday/Special checks cannot be used to pay mileage and/or meal vouchers, or for payment of bills that missed the regular accounts payable cutoff. Friday checks shall be for any invoice that will incur a finance charge, penalty, or interest of paid after the 15<sup>th</sup> of the month, or if early payment of the invoice will provide a financial discount to savings to the county, or if the payment is time sensitive. All Friday checks must be in the Administrative Coordinator/Director of Finance no later than 9:00 a.m. on Friday for processing that day.~~ Motion carried by roll call vote, 18 yes, 1 no, and 1 excused. Voting no, Johnson. Excused, Townsend. (SAYL members 2 yes, in a non-binding vote).

Motioned by West/Djumadi to add missing language on page 10, line 9 at the end of sentence, "based on recommendations of the Personnel Director". Motion carried by roll call vote, 19 yes and 1 excused. Excused, Townsend. (SAYL members 2 yes, in a non-binding vote).

Motioned by Miller/Gatterman to strike ~~(must be clean, free of rips, tears, fraying and may not be excessively tight or revealing)~~ line 24 page 23 and to add "that are dirty, ripped, torn, frayed, or are excessively tight or revealing". Motion carried by roll call vote, 19 yes, 1 excused. Excused, Townsend. (SAYL members 2 yes, in a non-binding vote)

Motioned by England/Renner to insert page 24, line 53, at the end of the sentence, "and shall be reviewed and advised by the Corporation Counsel prior to the meeting being called to order". Motion carried by roll call vote, 17 yes, 2 no, and 1 excused. Voting no, Keckeisen and Ward. Excused, Townsend. (SAYL members 2 yes, in a non-binding vote).

Motioned by England/Ward to table Res. #51 until November County Board meeting stopping on page 33. Motion to table Res. #51 carried by unanimous voice vote.

**Reports and Presentations:** Bill Heinz, AFG, gave a presentation on the proposed 2012 Health Insurance Plan.

**Recess:** Motioned by Stuchlak/Allen to recess at 7:36 p.m. Motion carried by unanimous voice vote.

**Reconvene:** Called back to order by Chairman Sebastiani at 7:50 p.m. Roll call 19 present, 1 excused. Excused, Townsend.

**Reports and Presentations:**

Smith, RIDC gave a report. Larson, Administration Coordinator/Director of Finance gave a report and provided a handout requesting supervisors to submit proposed budget changes to her office. Phillippi, County Clerk presented the county board members with a bookmark listing election changes and deadlines for re-election in 2012.

2 of 3  
C.B. min  
10-18-11

**Resolutions:**

**Res. #73:** Motioned by Johnson/Licitar to adopt Res. #73 to enter into a Cooperative Agreement for recycling collection, processing and marketing of mixed glass between S. Trempealeau County (STCSWC), Wisconsin and Adams County, Wisconsin for the purpose of qualifying for Recycling Efficiency Incentive (REI) Grant and/or Consolidation Grant Funding through the State of Wisconsin. Motion to adopt Res. #73 carried by roll call vote, 19 yes, and 1 excused. Excused, Townsend. (SAYL members 2 yes in a non-binding vote).

**Res. #74:** Motioned by Kotlowski/West to adopt Res. #74 to establish a new, non-lapsing account for administration of bequests funds from the Estate of Harold Henning, Adams County Probate Case No. 11PRO6A, to be used exclusively for "putting up a flagpole and associated improvements and otherwise to the general Community Center Funds". Motion to adopt Res. #74 carried by roll call vote, 19 yes, and 1 excused. Excused, Townsend. (SAYL members 2 yes, in a non-binding vote).

**Res. #75:** Motioned by Johnson/Gatterman to adopt Res. #75 to amend legal description in Resolution 93-1999 to include the 33.13 acre parcel legally described in the attached plat of survey dated September 6, 2011, prepared by MSA Professional Services. Motion to adopt Res. #75 carried by roll call vote, 19 yes, and 1 excused. Excused, Townsend. (SAYL members 2 yes, in a non-binding vote).

**Ordinances:**

**Ord. #17:** Motioned by Kotlowski/Djumadi to enact Ord. #17 prohibiting the carrying of weapons in County buildings. Motion to enact Ord. #17 carried by roll call vote, 18 yes, 1 no and 1 excused. Voting no, Stuchlak. Excused, Townsend. (SAYL members 2 yes, in a non-binding vote).

**Denials:** None

**Petition:** None

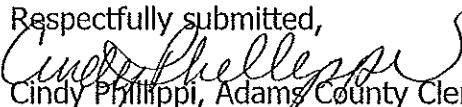
Motioned by Allen/Johnson to approve claims as submitted. Motion to approve claims carried by unanimous voice vote. Excused, Townsend.

Motioned by West/Ward to approve per diem and mileage as submitted. Motion to approve per diem and mileage carried by unanimous voice vote. Excused, Townsend.

Motioned by Johnson/Djumadi to have the Clerk correct any and all errors and to read back at the next meeting if so requested. Motion carried by unanimous voice vote. Excused, Townsend.

Set next meeting date for November 15, 2011, 9:30 a.m. Motioned by West/Allen to adjourn at 8:49 p.m. Motion to adjourn carried by unanimous voice vote.

Respectfully submitted,

  
Cindy Philippi, Adams County Clerk

These minutes have not yet been approved.

ADAMS COUNTY BOARD OF ADJUSTMENT  
MONTHLY MINUTES:  
September 21, 2011

On Wednesday September 21, 2011 at 9:30 A.M. Vice-Chairman Ron Jacobson called the Adams County Board of Adjustment meeting to order with the following members present: Cathy Croke, Secretary and Dave Grabarski. Ivan Morrow and Robert Donner were absent. Others present were: Phil McLaughlin, Zoning Administrator and Cathy Allen, Recording Secretary. Was this meeting properly announced? Phil McLaughlin stated that it was.

Public Hearings: Heidi M. Fields – Variance request under Section 3-2.00 of the Adams County Shoreland, Wetland and Habitat Protection Ordinance and Section 3-4.01 of the Adams County Comprehensive Zoning Ordinance to allow the construction of an addition to an existing nonconforming cabin which is in the 75' setback area on property located in Pt. of Gov't Lot 1, Section 23, Township 15 North, Range 7 East, Parcel 1 at 3319 E. Parker Lake Road, Town of Jackson, Wisconsin. Dave Grabarski made a motion to grant the Variance request. Cathy Croke seconded the motion. Roll call vote: 3 –Yes. Motion carried.

Minutes: Phil McLaughlin presented the Board with the minutes from the June 15, 2011 Board of Adjustment meeting for their review. Dave Grabarski made a motion to approve the minutes as presented. Cathy Croke seconded the motion. All in favor. Motion carried

Correspondence: None.

The next Board of Adjustment meetings will be October 19, November 16 and December 21, 2011.

Dave Grabarski made a motion to adjourn. Cathy Croke seconded the motion. All in favor. Motion carried.

ADJOURNED: 10:10 A.M.

\_\_\_\_\_  
Ivan Morrow, Chairman

\_\_\_\_\_  
Ron Jacobson (Vice-Chair)

\_\_\_\_\_  
Catherine Croke, Secretary

\_\_\_\_\_  
Dave Grabarski

\_\_\_\_\_  
Robert Donner (Alternate)

\_\_\_\_\_  
Cathy Allen, Recording Secretary



## MEETING MINUTES

### Central Wisconsin Community Action Council, Inc. Board Meeting Proceedings

Meeting Date: August 24, 2011

Place: CWCAC, Inc. Headquarters  
1000 Highway 13  
Wisconsin Dells, WI 53965

Board Members:

*Present:* Ross Swinehart, Karl Klingforth, John Atkinson, Jim Layman, Muriel Harper, John Wenum, Charlie Krupa, John Earl, Don Nobs, and Kristine Koenecke

*Absent:* Bill Gomoll, Scott Beard, Teresa Sumnicht, Joe Garvin, and Dave Singer

*Unexcused Absence:* None

Staff Present: Fred Hebert, Donna Lynch, Kari Labansky, Craig Gaetzke, Susan Tucker, Lisa Williams, Ed Czerkas, Chris Utley, Brian Bauer, Wendy Losacker, and John Hay

Guests: Denise Herbst

### Opening

1. Motion was made by Karl Klingforth to adopt the agenda. Seconded by Charlie Krupa. Passed unanimously. MOTION CARRIED.

Motion was made by Ross Swinehart to adopt the August 24, 2011 meeting minutes. Seconded by Jim Layman. Passed unanimously. MOTION CARRIED.

2. Presidents Comments

After the Pledge of Allegiance, John Earl asked all to remain standing to observe a moment of silence to honor those men and women serving in our armed forces. John welcomed guest Denise Herbst and staff members Kari Labansky, Craig Gaetzke, Susan Tucker, Lisa Williams, Ed Czerkas, Chris Utley, Brian Bauer, Wendy Losacker, and John Hay. Our first official PBP and EPF&A Committee meetings were recently held. Holly Heights had a successful Grand Opening on July 15<sup>th</sup> and is now up and running. The PBP Committee is exploring options for our next project. John thanked board members and staff for the great job they are doing.

3. Executive Director's Report

Fred thanked the board and staff for their attendance and support of him and the agency. He expressed appreciation for all the members serving on our board today and hopes the dedicated board members who started this agency back in 1965 would be proud of the agency and how far we have come. Board members and staff are invited to a picnic in Bowman Park following the board meeting today. He invited board members to visit the office anytime. CSBG funding may only be cut by 9% with tentative plans in place to handle loss of funding. Another CAP Agency has taken drastic measures such as closing their office on Fridays; however they do not run a Weatherization Program and rely heavily on CSBG funding. The Dental Clinic Collaborative in Prairie du Sac received a Delta Dental Grant of \$32,000 and \$9,000 from the local hospital foundation and recently started operating a dental clinic. We have an \$80,000 grant pending for the dental clinic from the federal Department of Health & Human Services. Board members are invited to our All-Staff Meeting being held on Monday, September 19<sup>th</sup> with a Dells Boat Tour immediately following.

Motion was made by Jim Layman to approve the Executive Director's Report of August 24, 2011. Seconded by Don Nobs. Passed unanimously. MOTION CARRIED.

4. Budget & Finance Report

Karl presented the August 24, 2011 Budget & Finance Report. The Statement of Revenues & Expenditures for the period ending June 30, 2011 reflected unrestricted revenue in the amount of \$691,207, restricted funding in the amount of \$3,109,550 and unrestricted expenditures of \$690,252 and restricted expenditures of \$3,113,715. The Statement of Financial Position was presented for review. The CWCAC Cash History reflected cash balances from December 2010 through July 2011.

Motion was made by Ross Swinehart to accept the Budget & Finance Report of August 24, 2011. Seconded by Charlie Krupa. Passed unanimously. MOTION CARRIED.

5. Committee Reports

a. PBP Committee

John Earl asked board members to review the Combined PBP & EPF&A Committee report of July 15, 2011. The meeting, held at the MVP Business Center in Necedah, was called to order with separate roll calls taken; three of the five EPF&A Committee members and six members of the PBP Committee were present. Other board members and guests were welcomed including Karl Klingforth, Teresa Sumnicht, Kay Gomoll, Rose Marie Singer, and Dave Wenum. John announced the purpose of the meeting being discussion of committee memberships and appointments. Motion passed by unanimous vote recommending full

board approval of Jim Layman as continuing fifth member of the EPF&A Committee. Currently there are six members of the PBP Committee consisting of Bill Gomoll, John Atkinson, John Wenum, Dave Singer, Scott Beard, and John Earl. We will consult with Joe Garvin to see if he would like to serve as well. Current non-committee members who are welcome to join at any time include Karl Klingforth, Teresa Sumnicht, Kristine Koenecke, and Don Nobs. There was discussion with motion made to change the By-Laws to reflect the PBP Committee's annual selection of their chair and vice-chair. After further review of By-Law 3.04 which states "The PBP Committee will select their chair and vice-chair annually", motion was withdrawn. Motion was approved by unanimous vote approving Bill Gomoll as continuing chair of the PBP Committee. Motion passed by unanimous vote accepting John Atkinson as vice-chair of the PBP Committee. Committee members discussed By-Law 5.05 including responsibilities of the PBP Committee. Suggestion was made to revise wording from "...assisting with fundraising activities" to "...supporting fundraising activities" and making this a responsibility of the full board. Further discussion will take place at the next EPF&A Committee meeting. After discussion PBP Committee members agreed to meet on the 3<sup>rd</sup> Friday of each month at 10:00 am. Bill Gomoll presented a report from Creative Builders regarding the UL drywall fire rating for Holly Heights; still waiting for heating/ventilation system drawings. The punch lists are progressing. Ed presented information on the bathroom low-speed, motion detected exhaust fans. The Grand Opening of Holly Heights will be held today. All tenants will be receiving a one hour training on housecleaning and box of cleaning supplies. Fred presented the 2010 Financial Audit Report. After discussion EPF&A Committee members agreed to meet on the 3<sup>rd</sup> Friday of each month at 11:00 am. Committee members discussed combining the EPF&A and PBP Committees and agreed that no changes would be made at this time. The next meeting will be held on August 19, 2011.

John Earl asked board members to review the PBP Committee report of August 19, 2011. The meeting was called to order and roll call was taken with five members present. Motion passed by unanimous vote approving the agenda. Motion passed by unanimous vote approving the minutes of the joint EPF&A and PBP July 15, 2011 Committee meeting. Ed presented a report on maintenance and repairs at each of our buildings. We have five tenants ready to occupy Holly Heights with plans of full occupancy by fall. A final punch list is expected to be completed next Tuesday. We are a bit over budget on the project due to a \$12,000 change order and three site location changes at the beginning of the project; however if we keep the loan payment for the agency at \$200,000 (which is only \$80 per square foot) we should have funding available to install playground equipment at the site. Fred asked the committee to share new ideas for expansion of the PBP Committee function such as having managers come in to report on specific programs. Fred reported that a Sales Resolution will be presented to the EPF&A Committee for sale of the house on Oak Street in Adams. Todd Kreckman has submitted a

) purchase offer for our purchase of the Portage Office building; Fred will sign with the sale contingent upon receiving our WI Dept. of Commerce HOME Grant funding and no closing date will be set. The next meeting will be held on September 16, 2011.

Motion was made by Ross Swinehart to accept the PBP Committee Reports of July 15, 2011 and August 19, 2011. Seconded by Muriel Harper. Passed unanimously. MOTION CARRIED.

b. EPF&A Committee

) John Earl commented that the Combined Building and EPF&A Committee meeting minutes of July 15, 2011 were just discussed however asked for any questions or comments. With no further discussion, John asked board members to review the EPF&A Committee report of August 19, 2011. The meeting was called to order and roll call was taken with five members present. Motion passed by unanimous vote approving the agenda and minutes of July 15, 2011. There were no personnel issues to be reviewed. Five tenants are ready to occupy Holly Heights with the first two apartments rented being the four-bedroom. Kari presented the Finance Report. Motion passed by unanimous vote approving the June 30, 2011 Finance Report. Motion passed by unanimous vote recommending full board approval of the Oakdale Sales Resolution with a sales price of \$20,000. Fred gave reports on the WISCAP Quarterly Meeting held in early August and the budget for Holly Heights. Motion passed by unanimous vote recommending full board approval of borrowing the remainder of the Pine Grove Apartments mortgage, which as of September 2011 is \$152,267.09, from Grand Marsh State Bank at the best interest rate available. Committee members reviewed the August 24<sup>th</sup> board meeting agenda. Motion was unanimously passed to recommend full board approval of paying the Village of Wyocena a flat rate of \$1,600 for Payment in Lieu of Taxes (PILOT) which equates to \$100 per resident at Wyona Lake Apartments. Committee members reviewed samples of a "brand phrase" to adopt for the agency. The next meeting will be held on September 16, 2011.

Motion was made by John Wenum to accept the EPF&A Committee Reports of July 15, 2011 and August 19, 2011. Seconded by Jim Layman. Passed unanimously. MOTION CARRIED.

6. Program Reports

- a. Weatherization
- b. Homeless
- c. Hunger Reduction
- d. Employment & Training
- e. Business Development

) Program Reports were distributed in the Board Meeting Packets for review prior to the meeting. Craig Gaetzke presented the Weatherization

Program Report. The report presented is the final ARRA WX contract which was supposed to be a three year contract, however ended up closing at the end of June 2011. We were supposed to complete 827 units and actually completed 875. The remaining funding will roll into the new contract which began July 1<sup>st</sup>. We installed 546 freezers/refrigerators, 390 furnaces, 227 water heaters, and 214 windows. We don't expect to layoff any Weatherization workers due to rollover of funds into the new contract year. We will be losing some of our home repair funding, so have submitted a grant application in the amount of \$42,000 to USDA Rural Development in Stevens Point to obtain more home rehab program funding. We are losing the Adams County Transit Program as their County Board has decided not to run program in 2012. Motion was made by Karl Klingforth to approve the Weatherization Program Report of August 24, 2011. Seconded by Muriel Harper. Passed unanimously. MOTION CARRIED.

Susan Tucker presented the Homeless Unit Program Report. She mentioned the Emergency Food & Shelter Program (EFSP) Grant used to provide eviction prevention, rent assistance, assistance to homeless shelters, food pantries, Catholic Charities, and the Juneau County Commission on Aging, was not funded this year. We may still receive some funding from the State set-aside board, however after being divided up between all the recipients there will not be much to distribute. We do receive some United Way funding however they sometimes don't have the extra money for expanded programs. Motion was made by John Wenum to approve the Homeless Unit Report of August 24, 2011. Seconded by John Atkinson. Passed unanimously. MOTION CARRIED.

Lisa Williams presented the Hunger Reduction Program Report. The loss of EFSP funding will create a double burden on food pantries with an increase of clients and a loss of rental assistance. The importance of donations will be greatly increased. In May 2011 there was a 7% increase in households served, a 4% decrease in donated and/or purchased foods, and a 4% decrease in USDA commodities. In June 2011 there was a 3.5% increase in households served, a 3% decrease in donated and/or purchased food, and a 3.6% decrease in USDA commodities. We have 104 Section "8" vouchers leased up and also administer five port-ins totaling 109 vouchers over four counties. Motion was made by John Wenum to accept the Hunger Reduction Report of August 24, 2011. Seconded by John Atkinson. Passed unanimously. MOTION CARRIED.

Fred reported that WISCAP may be losing \$208,000 worth of Jobs & Business Development funding which is distributed throughout 12 Community Action Agencies. Our contract with the Department of Workforce Development was supposed to be signed on July 1<sup>st</sup> however it has not yet been approved. WISCAP has requested that we contact the Fitzgerald legislators to see if funding can be restored.



7. Old Business

None

8. New Business

Motion was made by Ross Swinehart to approve the EPF&A Committee recommendation of appointing Jim Layman, elected official representing Dodge County, as 5<sup>th</sup> member of the EPF&A Committee for the 2011-2012 term. Seconded by Kristine Koenecke. Passed unanimously. MOTION CARRIED.

Motion was made by Charlie Krupa to approve the EPF&A Committee recommendation of approving the Oakdale Sales Resolution which reads: "*WHEREAS:* Central Wisconsin Community Action Council, Inc. has owned and managed the single family housing unit, Oakdale, located at 133 S. Oak Street in Adams since 1996; and *WHEREAS:* CWCAC, Inc. received a HOME loan from WI Dept. of Commerce in the amount of \$20,000 effective December 1, 1996 through April 1, 1997 for purchase of the property; and *WHEREAS:* CWCAC, Inc. received an Amendment from the WI Dept. of Commerce converting the \$20,000 HOME loan to a grant effective June 1, 1999; and *WHEREAS:* The ten year affordability period indicated in the Amendment to the WI Dept. of Commerce HOME loan contract has expired; and *WHEREAS:* With extensive repairs invested in the property over the years and up to \$10,000 worth of repairs currently needed, the CWCAC, Inc. PBP Committee, after review of the structure's history recommends selling the property; and *WHEREAS:* Having successfully utilized this single family home for its intended purpose, CWCAC, Inc. has identified a low income family who desires to purchase the property for the amount of \$20,000; *Now there for let it be resolved:* That Central Wisconsin Community Action Council, Inc. Board of Directors approves the sale of the Oakdale property located at 133 S. Oak Street in the City of Adams, Adams County for the amount of \$20,000, and further *Resolve*, that authority be vested in the Executive Director to sign all closing documents necessary and required to complete the sales transaction." Seconded by Kristine Koenecke. Passed unanimously. MOTION CARRIED.

Motion was made by Karl Klingforth to approve the EPF&A Committee recommendation of approving the Lending Resolution for Pine Grove Apartments which reads: "*WHEREAS:* Central Wisconsin Community Action Council, Inc. in their pursuit to develop affordable housing in 2000 needed \$185,000 to support financing for Pine Grove Apartments, Adams County, City of Adams; and *WHEREAS:* Adams County borrowed the funding necessary for the project for CWCAC, Inc. from Grand Marsh State Bank; and *WHEREAS:* The ten year maturity date for the loan has arrived effective August 2011; and *WHEREAS:* Discussions with Adams County and Grand Marsh State Bank indicate excluding the County from the business transaction; and *WHEREAS:*

Grand Marsh State Bank is willing to negotiate the remainder of the Pine Grove Apartments mortgage which as of September 2011 is \$152,267.09. Now there for let it be resolved: That Central Wisconsin Community Action Council, Inc. Board of Directors approves borrowing the remainder of the Pine Grove Apartments mortgage from Grand Marsh State Bank at the best interest rate available; and further *Resolve*, that authority be vested in the Executive Director to sign all closing documents necessary and required relating to this Resolution." Seconded by Ross Swinehart. Passed unanimously. MOTION CARRIED.

Motion was made by Charlie Krupa to approve the EPF&A Committee recommendation of paying the Village of Wyocena for police and fire services being provided by the Village at a flat rate of \$1,600 for Payment in Lieu of Taxes (PILOT) which equates to \$100 per resident at Wyona Lake Apartments. Seconded by Kristine Koenecke. Passed unanimously. MOTION CARRIED.

Fred introduced Denise Herbst, new owner of one of our Neighborhood Stabilization Program (NSP) Homes in Beaver Dam. Denise described her experience in purchasing the home and expressed her overwhelming appreciation and sincere gratitude to the board and agency for allowing her to participate in the program and end up with the house of her dreams.

John Earl presented Ed Czerkas with a certificate of thanks from the Board of Directors for his reports to the Building Committee and the outstanding work he does at the agency including maintenance and repairs on each of our buildings. Ed was recognized by the board with congratulations and a round of applause.

John Earl distributed a copy of the Exceptional Community Action Staff Member Award received by our Weatherization Program Manager, Chris Utley, at the WISCAP Meeting on May 5<sup>th</sup>, 2011. Chris was recognized by the board with congratulations and a round of applause.

John Earl presented the 2011 Employee Longevity Recognition Awards. Wendy Losacker was presented with a certificate for 20 years of service. Certificates were also presented to Chris Klug, 15 years of service; and John Hay, Brian Bauer, and Donna Lynch, 5 years of service.

John Earl presented Board of Director Service Awards to recognize board members for their years of service with the agency. Fred Hebert presented the award to John Earl for 11 years of service; Bill Gomoll for 10 years; John Atkinson, Muriel Harper, and Jim Layman for 9 years; Scott Beard for 7 years, and Ross Swinehart for 6 years.

9. Next Meeting

Wednesday, October 26, 2011 @ 10:00 a.m.

10. Adjourn

John Wenum made a motion to adjourn. Seconded by Kristine Koenecke. Passed unanimously. MOTION CARRIED.

**Minutes of Executive Committee Meeting  
October 11, 2011 – 9:00 a.m. - Conference Room A-260**

The meeting was called to order by Al Sebastiani, Chair, at 9:00 a.m. The meeting was properly announced. Members present: Al Sebastiani, Larry Babcock Beverly Ward, Dave Renner, and Diane England who substituted for Joe Stuchlach, who was excused.

Others present: Trena Larson, Administrative Coordinator/Director of Finance; John R. "Jack" Albert, Adams County Corporation Counsel; Marcia Kaye, Personnel Director; Diane Heider, Legal Assistant, Recording Secretary; Chuck Price, HHS Director; and Sarah Grosssheusch, Public Health Officer.

**Motion by Renner, seconded by England, to approve the Agenda. Motion carried by unanimous vote.**

**Motion by Babcock, seconded by Renner, to approve the Minutes of the September 13, 2011 Executive Committee meeting. Motion carried by unanimous vote.**

There was no public participation. There was no new correspondence.

Discussion was held regarding the Employee Health Insurance plan for 2012. Kaye presented a Unity Health Coverage Alternatives handout describing coverage and deductibles which met the directive for zero premium increase in 2012. **Motion by England, seconded by Renner, to approve the Unity Health Coverage proposal and forward to County Board for consideration. Motion carried by unanimous vote.**

Discussion was held regarding the advantages of implementing Neo Gov online application processing and annual reporting requirements. Kaye presented an outline of Neo Gov capabilities and cost. She indicated that the Skyward application module had been approved and budgeted for this year but MIS now felt it would not be the best route for the County. Kaye stated Neo Gov would greatly reduce labor and cost to the Personnel Department and MIS and it is currently being used by about 15 Counties and 4 cities in Wisconsin, along with being adopted by Towns and Villages Association. **Motion by England, seconded by Babcock to allow the Personnel Director to take the matter to the Finance Committee for consideration. Motion carried by unanimous vote.**

**Motion by England, seconded by Renner, to convene in closed session at 9:35 a.m., for purpose of discussing strategy for upcoming Union Negotiations with Adams County Sheriff's Association Local 355. Motion carried by unanimous vote.** The Committee reconvened in open session at 9:58 a.m.

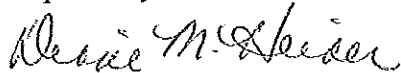
Larson presented the Administrative Coordinator/Director of Finance monthly report. Albert presented the Corporation Counsel monthly report. Kaye presented the Personnel Department monthly report.

**Motion by Renner, seconded by Babcock, to approve vouchers. Motion carried by unanimous vote.**

The next regular meeting date is set for November 8, 2011 at 9:00 a.m. Action items for next meeting: Closed session to discuss and/or act on negotiations with Sheriff's Union Local 355.

**Motion by Ward, seconded by Babcock, to adjourn the meeting at 10:53 a.m. Motion carried by unanimous vote.**

Respectfully submitted,



Diane Heider, Recording Secretary



**UW  
Extension**  
Cooperative Extension  
Adams County

**Extension Committee**

**Minutes of Meeting**

**October 11, 2011 @ 1:00PM**

**Adams County Community Center**

**569 N. Cedar Street, Extension Conference Room 103**

**Adams, WI 53910**

1. **Call to Order:** Meeting was called to order at 1:02 p.m. in Room 103, Adams County Community Center by Committee Chair, Florence Johnson.
2. **Roll Call: Board Members:** Florence Johnson, Glenn Licitar, and Jack Allen – Present. Diane England – Excused. Karl Klingforth – Resigned from County Board.
3. **Extension Staff:** Don Genrich, Mary Ann Olson, Jennifer Swensen, Theresa Wimann, and Linda Arneson – Present.
4. **Was the Meeting Properly Announced:** Yes
5. **Agenda Approval:** Motion by Allen and Second by Licitar to approve agenda. Motion carried.
6. **Approve Minutes:** Motion by Licitar Second by Allen to accept minutes of the Extension Committee Meeting of September 13, 2011 as presented. Motion carried.
7. **Public Participation:** None
8. **Items for Action or Discussion:**
  - a) **Appoint Extension Committee Vice-Chair:** Motion by Allen Second by Johnson to appoint Licitar as Vice-Chair. Motion carried.
  - b) **Review and Place on File Monthly Reports of Donald Genrich, Jennifer Swensen, Mary Ann Olson and Theresa Wimann:** Committee discussed the monthly reports. Motion by Allen Second by Licitar to place Monthly Reports on file. Motion carried.
  - c) **Review Calendars of Extension Education Staff:** Committee reviewed October calendars for all education staff.
  - d) **Review Check Summary and Financial Statement for September 2011:** September Check Summary and Financial Statements were reviewed. Motion by Allen Second by Licitar to place Check Summary and Financial Statements for September 2011 on file. Motion carried.
  - e) **Resolution on the Henning Estate:** Property Committee will file the resolution. Allen will keep Extension informed as to the status of this resolution.
  - f) **Report on Outreach Conference - Wimann:** Wimann gave a report to the Committee on the 12<sup>th</sup> Annual National Outreach Conference that she attended. Funding for this trip was provided by the Chancellors Office and UW-Extension Central District Office. 500 people from across the country attended the Conference held in Lansing, Michigan. Wimann had a poster display "Reaching Multicultural Families: Summer

Lunch Bunch” which highlighted the summer lunch program started by Adams County Family Living and WNEP. Wimann also attended various workshops and brought information back for possible use in Adams County.

- g) Needs Assessment Survey Update: Olson and Swensen discussed a draft of the report with Committee members. The final report is expected before November Extension Committee meeting.
  - h) Community Center Roof: Allen provided information to all present regarding the work being done on the Community Center roof.
9. Set Next Meeting Date: Next regular meeting will be November 8, 2011 at 1:00 p.m. in Room 103 at the Adams County Community Center.
10. Agenda Items for Next Meeting:
- Apples Grown in Adams County
  - Follow-up on Henning Estate Funds
  - Community Center Roof
11. Adjourn: Motion by Allen and Second by Licitar to adjourn. Motion carried. Meeting adjourned at 2:50 p.m.

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Minutes taken by  
Linda Arneson  
Clerk/Bookkeeper  
UW-Extension, Adams County

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Diane England, Committee Secretary

**These minutes have not been approved by the Extension Committee.**

**ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE**

P205

**THURSDAY, OCTOBER 13, 2011 AT 9:00 A.M.  
HIGHWAY DEPARTMENT CONFERENCE ROOM  
1342 COUNTY ROAD "F", ADAMS, WI**

**MEMBERS PRESENT:** Larry Babcock, Chairperson  
Florence Johnson, Vice-Chairperson  
Patrick Gatterman, Secretary  
Dean Morgan

**OTHERS PRESENT:** Patrick Kotlowski ~ Highway Commissioner, Peter Hansen,  
Richard Poulin and Mark Nickeas

**MEMBER ABSENT:** Michael Keckeisen ~ Excused

**CALL MEETING TO ORDER:** The Meeting of the Adams County Highway Department Committee was called to order by Chairperson – Larry Babcock at 9:00 A.M., on Thursday, October 13, 2011.

**WAS THE MEETING PROPERLY ANNOUNCED? YES**

**ROLL CALL:** BABCOCK, MORGAN, GATTERMAN AND JOHNSON. MEMBER ABSENT: KECKEISEN ~ EXCUSED.

**APPROVAL OF AGENDA:** *Motion by Gatterman to approve the Agenda as presented, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**APPROVAL OF MINUTES OF LAST MEETING (SEPTEMBER 8, 2011 REGULAR MONTHLY MEETING):** *Motion by Morgan to approve the Minutes as printed of the Adams County Highway Department Committee Meeting for SEPTEMBER 8, 2011 Regular Monthly Meeting, second by Babcock. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**PUBLIC PARTICIPATION ON AGENDA ITEMS:** Public Participation was requested for the following Agenda item:

- TIGER Grant
- County Road "B" & State Road 23 Rumble Strips

**MOTION BY GATTERMAN TO DEVIATE FROM THE AGENDA TO ADDRESS ITEM #8, SECOND BY JOHNSON. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.**

**TIGER GRANT:** Peter Hansen representing AECOM was present and updated the Highway Committee and Commissioner of the status on the application for the Tiger Grant. NO ACTION TAKEN.

**MOTION BY GATTERMAN TO RETURN TO THE ORIGINAL AGENDA, SECOND BY MORGAN. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.**

**COUNTY ROAD "B" & STATE ROAD 23 RUMBLE STRIPS:** Richard Poulin and Mark Nickeas were present to voice their opposition to the rumble strips that were installed on County Road "B" by the State Road 23 intersection. Peter Hansen – AECOM stated that in the

**ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE MEETING  
OCTOBER 13, 2011 ~ 9:00 A.M.**

Federal Highway Administration (FHWA) manual, prior to installing rumble strips other safety methods should first be implemented if at all possible. Information reference the installation of the rumble strips was presented to the Highway Committee by the Commissioner. *Motion by Gatterman to correct the rumble strips at the intersection of County Road "B" & State Road 23, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**659 COUNTY ROAD "A" WATER ISSUES CONCERNS:** Highway Commissioner informed the Highway Committee of a phone message that was received from the property owner at 659 County Road "A", that stated he would not be interested in the County offer to install a culvert in the west driveway and eliminate the other two driveways. **NO ACTION TAKEN.**

**REVIEW & APPROVE COUNTY ROAD "Z" (18<sup>TH</sup> LANE TO WOOD COUNTY LINE) APPRAISALS, JURISDICTIONAL OFFERS, CONDEMNATIONS & OFFERING PRICE REPORTS: NONE**

**REVIEW & APPROVE COUNTY ROAD "Z" (STH 82 TO CTH F) APPRAISALS, JURISDICTIONAL OFFERS, CONDEMNATIONS, OFFERING PRICE REPORTS & ADMINISTRATIVE REVISION:** *Motion by Gatterman to approve the Administrative Revision document as prepared by Timber-Selissen Land Specialist for parcel 99 on the County Road "Z" (State Road 82 to County Road "F") Project, second by Babcock. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**REVIEW & ACT ON RESOLUTION TO AMEND LEGAL DESCRIPTION IN RESOLUTION 93-1999:** *Motion by Gatterman to recommend for adoption to County Board a Resolution to amend the Legal Description in Resolution 93-1999, second by Johnson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED. (COPY OF SIGNED RESOLUTION AND SURVEY DATED SEPTEMBER 6, 2011 IS ATTACHED TO MINUTES)*

**FRONTIER INVOICES:** *Motion by Gatterman to pay Frontier Invoices #WI8NP10AC0611 and #WI8DP10AF0711 for the amount of \$27,333.39, deduct this amount from the balance and send a letter to Frontier stating that the balance will be due upon completion of the County Road "Z" (County Road "F" to State Road 21) Project, second by Johnson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**HIGHWAY OPERATIONS:**

- A) **EQUIPMENT PLOW ROUTES:** Discussed the plow routes: county policy, insurance, state / county and locations. Highway Commissioner will gather more information and report back to Committee at the November Highway Committee Meeting
- B) **EQUIPMENT DISPOSAL:** *Motion by Gatterman to scrap equipment #114 and offer equipment #110 to Emergency Government and if they refuse, sell on the Wisconsin Surplus On-Line Auction, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*
- C) **PARTS DISPOSAL:** *Motion by Johnson to offer the discontinued parts to landfill at cost and if they are not interested, sell the parts on the Wisconsin Surplus On-Line Auction, second by Gatterman. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*



ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE MEETING  
OCTOBER 13, 2011 ~ 9:00 A.M.

P207

**UNIFORM CONTRACT:** *Motion by Gatterman to sign a one year contract with Unifirst for the Highway Department shop employee's uniforms, coveralls, rugs, mats and misc. supplies, second by Johnson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**HIGHWAY COMMITTEE MEMBER PATRICK GATTERMAN WAS EXCUSED AT 11:50 A.M.**

**UPDATE ON STATE BUDGET BILL:** Commissioner updated the Highway Committee on the State Budget Bill and discussed that some counties may be looking for other counties to participate on improvement projects.

**2012 HIGHWAY BUDGET:** Commissioner informed the Highway Committee that the final State General Transportation Aids (GTA) was \$11,513.73 less than originally stated, so therefore the 2012 Highway Budget will be adjusted accordingly.

**REPORT ON HIGHWAY DEPARTMENT OPERATIONS:**

- Mowing right-of-way on county roads
- Seal coating in Marquette County has been completed
- Painting for State and other Counties, both trucks running
- Fuel ~ local business asked to be included in upcoming bidding
- Scenic Byways
- Truck sold on on-line auction for \$16,750.00

**FINANCIAL REPORT:** *Motion by Johnson to approve the September 2011 Financial Report as audited, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**VOUCHERS:** The Highway Department monthly check summary report was presented to the Committee for review. Committee members reviewed the October 6, 2011, Monthly Check Summary Report that is provided to the Highway Committee by the Administrator Coordinator / Director of Finance Department. *Motion by Morgan to approve the Monthly Check Summary report as presented, second by Johnson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS:**

- OLSEN-MARTZ DRIFTING
- PATTEN FRONTAGE
- PLOW ROUTES

**SET NEXT MEETING DATE AND ADJOURN:** *Motion by Johnson, second by Babcock, to adjourn until the next scheduled meeting for the Highway Department on, Thursday, November 10, 2011 at 9:00 A.M. at the Highway Department. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

Meeting adjourned at 12:50 P.M.

Respectfully submitted,

Patrick Kotlowski, Recording Secretary

**THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE**

**APPROVED****LAND & WATER CONSERVATION COMMITTEE MEETING**

September 12, 2011

Regular Meeting

**Present:** All Committee members present, but James expected to be excused shortly to attend another committee meeting.

**Call to Order:** Chair Stuchlak called the meeting to order at 9:07 A. M. in Adams County Courthouse Conference Room A231.

**Was the meeting properly announced?** Yes.

**Member excused:** James steps out at 9:08 A. M. to attend another committee meeting.

**Agenda:** Motion by Licitar/Morgan to approve the agenda. Motion carried unanimously.

**Previous Minutes:** Motion by Klingforth/England to approve the minutes for August 08, 2011, meeting. Motion passed unanimously.

**Public Participation:** Chair Stuchlak stated that he would take public participation as the meeting went along.

**Agenda Deviation Request:** Chair Stuchlak requested a motion to allow deviation in the agenda to await Barry Benson's arrival regarding his reports on 1.) the 2012 Wildlife Damage Budget, and, 2.) participation in the Venison Donation Project. England/Klingforth. Motion to accept deviation carried unanimously.

**WDNR Report:** None.

**NRCS Report:** Michelle Kominsky reported finding a fair amount of effort being required in modifying and extending contracts due to hardships fulfilling agreements as a result of recent weather events. She also requested that today's scheduled discussion and possible action on the Operational Agreement be placed on the October, 2011, meeting agenda, to allow her supervisor sufficient time to process and obtain consensus regarding recent additions in the Agreement.

**LWCD Report:** England asked Murphy how the PACRS, Pontoons and Politics Meeting went last month (August). Murphy reported that it went very well and that there was an optimism and feeling of commitment coming out of the meeting that remains to be seen how things go. Chair Stuchlak asked Murphy about the status of the Easton dam remote reporting technology. Murphy explained that a current problem of electrical interference is being looked into to get the monitoring on line.

**Wildlife Abatement and Venison Donation Programs Reports:** Barry Benson reported: 1.) that there would be about \$1,000.00 less in 2012 budget for Wildlife Abatement program, but that DNR and USDA would cover the costs of \$23,500; and 2.) that \$1,500, same as last year, would be available for the Venison Donation program, without having to do any complicated budget amendments, as formerly. Motion to accept

2012 budget and participation in venison donation program: Licitar/ Morgan. Motion carried unanimously.

**North Central LWCA report:** Licitar reported that about 1,800 lineal feet were added and that Hancock Research Station would supply refrigeration for trees

**USDA Farm Services Agency report:** Bork reported on various U.S. crop projections, expectations, and shortcomings.

**Sand Lake Conservation Camp Report:** None given. Will be presented at future meeting.

**Golden Sands RC&D report:** James returned at 10:07 AM and reported on NRCS presentation for buffer restoration. James also reported that the Golden Sands RC&D continues to operate well.

**Communications:** Stuchlak briefly discussed a book on conservation that the committee had received. Committee discussed Paul Armson attending a future meeting to discuss Big Spring Creek.

**Financial Report:** Murphy pointed out several continuing negative line items and provided explanation for them.

**Next meeting agenda item(s):**  
NCRS Operational Agreement

Next Meeting Date: Scheduled for October 10, 2011, at 9:00 a.m. in Conference Room 231.

Motion to Adjourn at 10:20 A.M. by England; seconded by Licitar. Motion carried unanimously.

  
\_\_\_\_\_  
Minutes recorded by Ron Pufall, L&WCD Clerk//Secretary

THESE MINUTES HAVE BEEN APPROVED BY THE COMMITTEE.

**LAND & WATER CONSERVATION COMMITTEE MEETING**

October 26, 2011

Special Meeting

(Lake Protection Projects Costs)

**Present:** Stuchlak, Morgan, James, Jack Allen (sitting-in for Licitar), Keckeisen. Absent and excused: Bork, England.

**Call to Order:** Chair Stuchlak called the meeting to order at 10:40 AM in Adams County Courthouse Conference Room, A260.

**Was the meeting properly announced?** Yes.

**Agenda:** Chair's request for a motion to approve the agenda elicited a member's remark, "Motion to approve the agenda." Receiving said motion, Chair moved on directly to the meeting's business, obtaining/seeking neither a second, nor conducting vote.

**Public Participation:** Chair Stuchlak stated: "Public participation would be taken as we go."

**Discussion and Possible Action on Lake Protection Cost-share Contracts:** Technician Bremer responded to James' request that someone apprise the committee concerning the three projects being considered. Bremer shared brief descriptions/essentials about each of the projects, the bids received, and the total costs/cost-sharing particulars of each project. The three projects involved are 1.) the Tim Dunn project; 2.) the William Martens project; and, 3.) the Schmitt Family Properties project. Bremer also reported that a \$13,105.24 balance still remains available in the fund, but that with the calendar year winding down and winter weather nearing its onset, it is doubtful that these remaining monies would likely be utilized. After a question or two, and brief discussion, James moved to approve the projects as presented/Morgan; vote: unanimous.

**Motion to Adjourn:** Made at 10:52 AM; Allen/Morgan; carried unanimously.

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Minutes recorded by Ron Pufall, L&WCD Clerk//Secretary

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE.

**Adams County Library  
Board Minutes  
9/26/11**

The meeting was called to order by President Nelson at 1:00 p.m. Present were Nelson, Heideman, Challoner, Renner, Albrecht, Townsend, Kreten, and Director Wavrunek.

President Nelson verified that the meeting was properly announced.

**Motion** to approve the agenda after adding the Scrapbook Update to follow Recommended Actions was made by Challoner, 2<sup>nd</sup> by Heideman and carried unanimously.

Public input was invited. Elaine Wilson will present information on the Library Scrapbook.

**Recommended Actions: minutes, bills and financial report:**

**Motion** to approve the minutes of the August meeting was made by Townsend, 2<sup>nd</sup> by Kreten and carried unanimously. Information on the bills was included in the Financial Report and reviewed. Recent bills were initialed.

**Motion** to approve the Financial Report for August was made by Albrecht, 2<sup>nd</sup> by Heideman and carried unanimously.

**Scrapbook Update:**

New additions were discussed and the scrapbook was circulated. Wilson will continue to contact area residents and former residents searching for more library history and pictures. She will continue to add this information to this major document. The scrapbook will be promoted during the Adams Centennial Celebration during the week of July 4<sup>th</sup>, 2012. Discussed where and how to house the scrapbook in the library.

**Communications & Reports:**

Nelson circulated the SCLS budget priority poll results, a report on experiences with the change to KOHA, and an article from the Parade section of the newspaper concerning small libraries.

**South Central Library System report:**

Townsend was unable to attend the meeting.

**Director's Report:**

- A. Circulation: KOHA statistics are questionable according to many library directors. DVD circulation has increased since the new display area was set up. The book sale cart in the hall has increased sales.
- B. Website: SCLS plans to redesign the Adams County Library's website next year. Currently, it is not functional. Wavrunek has been researching ways to improve the website sooner. He has contacted a library website designer who will create a

new, user friendly website for a very reasonable price. Wavrunek will be able to update the new site to include upcoming events.

**Motion** to hire the website designer, with SCLS approval, using funds from the Donation Account was made by Challoner, 2<sup>nd</sup> by Heideman and carried unanimously.

- C. Reading Room Furniture: Wavrunek is making the Reading Room into a more relaxing environment conducive to reading. He has acquired some free, used, comfortable furniture. He will also check out the Wisconsin Dells Library's used furniture for sale. The Adams Friends of the Library donated a rocking chair in memory of Dolores Bloomfield.
- D. Coffee Maker/Coffee Bar for the Reading Room: Portage Library has a Keurig individual cup machine and is charging \$.50 a cup. Cups would have to be covered. This would add to the atmosphere of the Reading Room. The current No Food/Beverages Policy would need changing.

The 2012 budget was discussed.

Possible long-range plans were discussed including preserving maintenance of effort and increased outreach. Wavrunek is working with Faith in Action to provide books to homebound people. He has also set up reading sessions for children with a therapy dog. He has created several adult and children's book clubs. He is reaching out to all patrons.

The Donation Account was discussed. It needs to be preserved and increased.

SCLS delivery has been reduced to 4 times per week.

The cost of e-reader books has increased. (For Nooks, Kindles, etc.)

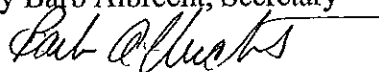
**Identify possible upcoming items for future meetings:**

- A. No Weapons Policy information
- B. Review State Standards and Long Range Plans
- C. The 2012 Budget
- D. Food/Beverage Policy
- E. Update on Reading Room Furniture

The meeting was adjourned at 2:10 p.m.

The next meeting will be held Monday, October 24<sup>th</sup> at 1:00 at the Adams County Library.

Respectfully submitted by Barb Albrecht, Secretary



NORTH CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION  
FULL COMMISSION

June 29, 2011

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ROLL CALL

MEMBERS PRESENT:

GEORGE BORNEMANN  
BOB EGAN  
ERHARD HUETTL  
RON JACOBSON  
DONALD KRAHN  
JIMMY LANDRU, Jr.  
GLEN LICITAR  
ROBERT LUSSOW  
MAURICE MATHEWS  
CRAIG McEWEN  
PAUL MILLAN  
BETTYE NALL  
JERRY NELSON  
RON NYE  
WILBUR PETROSKEY  
THOMAS RICK  
THOMAS RUDOLPH  
PAUL SCHUMAN  
RALPH SITZBERGER  
EDMUND WAFLE  
DOUG WILLIAMS

STAFF PRESENT:

DENNIS LAWRENCE  
BERNIE LEWIS

GUESTS PRESENT:

ADAM TEGEN, Director  
Planning & Economic Development,  
City of Wisconsin Rapids

MEMBERS NOT PRESENT:

FRED CAMACHO

1.) CALL TO ORDER:

MR. HUETTL called the meeting to order at 11:00 A.M., in the Birch Room at the Best Western Midway Hotel & Hoffman House. Roll call was as presented on page one.

2.) AUDIENCE COMMENT:

MR. HUETTL welcomed Gerald Nelson who is replacing Thomas Haferman as the County Appointment from Wood County. He also welcomed Adam Tegen, Director of Planning & Economic Development, City of Wisconsin Rapids.

3.) APPROVAL, ADDITIONS, OR CORRECTIONS TO THE AGENDA AS MAILED:

MR. HUETTL asked if there were any additions or corrections to the Agenda as mailed. There being none, a motion was made to approve the Agenda by MR. PETROSKEY and seconded by MR. MILLAN. Motion carried.

4.) APPROVAL, ADDITIONS, OR CORRECTIONS TO THE MINUTES OF THE APRIL 27, 2011 COMMISSION MEETING:

MR. HUETTL asked if there were any additions or corrections to the Minutes as mailed. There being none, MR. RUDOLPH made a motion to approve the Minutes and MR. WILLIAMS seconded this motion. Motion carried.

5.) BUSINESS & DISCUSSION:

5.1 Chairperson's Report:

MR. HUETTL praised the NCWRPC staff for the professional work that was completed for Forest County. He also stated that the Executive Committee found that the North Central Wisconsin Regional Planning Commission's budget to be very good.

5.2 Executive Committee's Report:

MS. NALL reported that the Executive Committee discussed a variety of issues. She informed the group that the NCWRPC's 3-Year EDA Planning Grant was awarded, that the financial report was in good shape, and the work program includes over 50 plus projects, and that staff is beginning to identify



projects for next year. She also reported that the Committee previewed the 2012 tentative budget.

MS. NALL went to say that the Executive Committee recommended decreasing the levy rate for the 10<sup>th</sup> consecutive time to 0.01% and decreasing the levy cap to \$46,000. She also reported that the Executive Committee went into closed session to discuss changes to the Employee Handbook, including those related to Act 10 and some other minor clarifications.

5.3 Resolution 2011-2: Establish 2012 Levy Rate:

MR. LAWRENCE stated that the Executive Committee recommended that the levy rate be reduced from 0.001075% to 0.0010%. The tenth rate reduction in a row and it is expected that the rate reduction will result in about a 6% overall decrease in levy collections. The rate will be applied to the official Equalized Real Estate valuations received from Wisconsin Department of Revenue later this year.

MR. WILLIAMS made a motion to set the levy rate to not exceed 0.0010%, seconded by MR. LUSSOW. Motion carried.

5.4 Set 2012 County Levy Cap:

MR. LAWRENCE stated that the Executive Committee recommended decreasing the county levy cap from \$48,000 to \$46,000. The cap has been decreased multiple times over the last several years as well.

MR. BORNEMANN made a motion to set the Levy Cap at \$46,000, seconded by MR. RUDOLPH. Motion carried.

5.5 Resolution 2011-3: Pre-Tax Employee Contributions to WRS:

MR. LAWRENCE reported that as the result of Act 10 employees will be required to pay a portion of their retirement contributions. Currently these are paid by the employer. This Resolution would treat those contributions as pre-tax. As of yet, the effect date for this to begin is unknown, but likely in August or September.

MR. LUSSOW made a motion to approve this Resolution, and MS. NALL seconded this motion. Motion carried.

5.6 Resolution 2011-4: Submission of HUD Regional Planning Grant for North Central Wisconsin:

MR. LAWRENCE stated that HUD has provided a preliminary notice of the Notice for Funding for the Regional Planning Grants. The goal is to promote sustainability through the integration of land use, housing and transportation.

MR. LAWRENCE stated that the NCWRPC's Regional Comprehensive Plan was adopted in 2004 and would soon need to be updated to incorporate the U.S. Census and all of the adopted county plans. We could pursue HUD funding and incorporate the concept of Sustainability and Livability as well. He stated that NCWRPC has local funds available to match grant funds to develop a Sustainable and Livable Regional Comprehensive Plan application.

MR. PETROSKEY made a motion to approve this Resolution to Submit a HUD Regional Planning Grant, and MR. LUSSOW seconded this motion. Motion carried.

5.7 Strategic Planning Discussion & Strategic Plan Committee Appointments:

MR. LAWRENCE referred to the Strategic Plan document. He reviewed the goals of the Plan, which are: to aid in adapting to change, increase funding, improve communication, maintain members, and collaboration. He then reviewed the Action Plan attached to the end of the Plan. Expanding and flushing out the various actions would be the primary task for the newly created Strategic Plan Committee.

The following Commissioners were selected to serve on the Ad Hoc Strategic Plan Committee: BOB EGAN, DONALD KRAHN, CRAIG McEWEN, PAUL MILLAN, RON NYE, WILBUR PETROSKEY, EDMUND WAFLE, and DOUG WILLIAMS

MR. BORNEMANN made a motion to approve this committee, second by MR. LUSSOW. Motion carried. MR. LAWRENCE stated that the first meeting would be the last week in July.

5.8 Other:

MS. NALL reported that she attended the Sustainability Forum Meeting and found the meeting to be very informative and useful. MR. WILLIAMS praised the Commission for final look of the 2010 Annual Report.

MR. LAWRENCE reported that the next Commission Meeting is scheduled to be held on September 28, 2011.

## 6.) ADJOURNMENT:

MR. HUETTL asked for a motion to adjourn the meeting. MR. RUDOLPH made a motion to adjourn the meeting at 11:50 AM, seconded by MR. LUSSOW. All were in favor.

Lunch was served following the meeting.

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NORTH CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION

Minutes Approved on 10-26-2011

Edward Huettl  
Chair, Vice-Chair, or Secretary-Treasurer

**Parks Committee Meeting  
Courthouse Conference Room A231  
September 13, 2011 9:00 a.m.**

**Call to Order:** Meeting was called to order at 9:00 a.m. by Chairperson Kotlowski.

**The meeting was properly announced.**

**Roll Call:** Committee Members: Jerry Kotlowski, Dave Renner, Bill Miller, Lori Djumadi, and Committee welcomed new member Heidi Roekle. Others present: Fred Nickel – Director Parks/Recreation, Darren Tolley – Petenwell Park Manager, Mark Miller – Castle Rock Park Manager, and Rita Kolstad – Parks Admin. Clerk/Bookkeeper.

**Approve Agenda:** Motion by Renner/Miller to approve the agenda as presented. Motion carried by unanimous vote.

**Previous Minutes:** Motion by Miller/Renner to approve the August 3 & 16, 2011, minutes as printed. Motion carried by unanimous vote.

***Agenda Items:***

**Correspondences /Special User Requests:** None.

**Public Participation on Agenda Items:** None.

**Petenwell Park Road & Parking Lot Crack Filling Bid Opening & Possible Awarding of Project:** Chairperson opened and read all bids. Motion by Djumadi/Renner to accept the Highway Department's bid of \$8489.81. Motion to include that all cracks are to be filled per project specifications. Motion carried by unanimous vote.

**Recreation Report by Committee Members:** Lori asked if any further discussion has occurred on the possibility of transferring ownership of all public accesses and outlying parks to the Townships; Director reported the consolidation committee will possibly be reviewing this in the near future. Lori asked if some campers live in the park(s) year round; Director reported the policy is registered campers may re-register every month to maintain their site; however, they must abide by park policies approved by the Parks Committee.

**Update on County-wide Five Year Outdoor Recreation Plan:** NCRPC will be sending out surveys for the Townships to complete and return. The County should receive a rough draft in January approximately with completion prior to April for County Board approval. The cost will be approximately \$1800.00.

**Review Any 2012 Proposed Budget Changes:** Director recently met with Finance Committee to review the Department's proposed 2012 budgets. The Parks Department came in at a 17.48% decrease from the 2011 budget. \$162,260.21 on the 2012 tax levy for 2012 vs. approximately \$196,000.00 for 2011.

**Possible Resolution Requesting Use of .05% Sales Tax Beginning 2012:** Director reported learning there possibly will not be any sales tax monies available till June 2012. The Parks Department will make a proposal for the 2013 budget and possibly for the remainder of the 2012. Discussion followed.

**Trails Management Report:** Plum Creek Timber Company sold a large parcel of land that included approximately one-half of the western section of the Monroe Prairie Recreation Area. The off-road trail will possibly be expanded south of its' current location due to the property sale.  
A snowmobile trail signing workshop will be held in the fall.

**Employee Status Report:** Assistant Manager I positions are vacant at both Castle Rock and Petenwell Parks and will not be filled for the remainder of 2011, due to budget constraints. Most of the LTE and seasonal employees are done for the season. Swim program and Lifeguarding is also done for the season.  
Renner was excused from the meeting at this time.

**Revenue Report:** Committee reviewed.

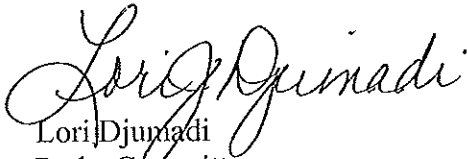
**Expense Check Summary Report and Expense Report:** Distributed to Committee.

**Future Agenda Items:** No requests.

**Set Next Meeting Date:** October 12, 2011, 8:00 a.m., Courthouse Conference Room A231.

**Adjourn:** Motion by Djumadi/Miller to adjourn at 9:45 a.m. Motion carried by unanimous vote.

Submitted by,

  
Lori Djumadi  
Parks Committee  
Secretary

Minutes prepared by Rita Kolstad, Parks Clerk/Bookkeeper.  
These minutes have not been approved by the Parks Committee.

ADAMS COUNTY  
PLANNING & ZONING COMMITTEE  
MEETING MINUTES:  
October 5, 2011  
ROOM A260

Chairman Joe Stuchlak called the Adams County Planning & Zoning Committee to order at 9:00 A.M. on Wednesday October 5, 2011 with the following members present. Glenn Licitar, Vice-Chair; Randy Theisen, Terry James and Diane England. Barb Morgan was excused. Others present were: Greg Rhinehart, County Surveyor; Phil McLaughlin, Zoning Administrator; Cathy Allen, Recording Secretary; Carl Dostal, Matt Morrow and Jim Bays. Was this meeting properly announced? Phil McLaughlin stated that the Public Hearing portion was not published in the local paper as required by a Class 2 notice, but the business portion of the meeting could proceed. Roll Call. Randy Theisen made a motion to approve the agenda without the Public Hearings as noticed. Glenn Licitar seconded the motion. All in favor. Motion carried

Chairman Stuchlak noted that public participation would be taken as needed.

Phil McLaughlin informed the Committee that in speaking with Greg Stroede, one of the petitioners, and upon review of the Township Participation form, lack of objections from adjacent owners and seasonal considerations, he informed Mr. Stroede that Planning & Zoning would issue his building permit with the condition that if any problems should occur between now and the rescheduled hearing he may be ordered to stop construction. Mr. McLaughlin also spoke with Carl Dostal regarding the Conditional Use Permit. He informed the Committee that Mr. Dostal has obtained a Zoning Permit for the construction of a pond at this location, which allows for the extraction and stockpiling of the clay, but once it is moved from the property, it requires a Conditional Use Permit. Discussion followed. It was the consensus of the Committee that Mr. McLaughlin use his discretion, but advised that he draft a letter with the condition that if the rezone or conditional use is denied that they will likely receive a stop work order with the potential of further enforcement action, to be signed by the owners of these properties.

It was the consensus of the Committee to reschedule the Public Hearings for October 26, 2011

Randy Theisen made a motion to deviate to item #13 on the agenda. Terry James seconded the motion. All in favor. Motion carried.

Jim Bays, Town of Adams Chair stated that Adams resident and Town Board feels the Committee is overriding the Towns decisions when approving or denying a rezoning request. Discussion was held as to the Comprehensive Plan adopted by the County, what is allowed in a forestry area and whether the Towns have authority to decide if a zoning change fits their plan. The Committee stated that it would be helpful if the Town were to put a reason why they approve or disapprove a request on the participation form.

Phil McLaughlin presented the minutes from the September 7, 2011 meeting to the Planning & Zoning Committee for review. Jerry James made a motion to approve the minutes as presented. Glenn Licitar seconded the motion. All in favor. Motion carried.

Greg Rhinehart presented the Surveyor's report for the month of September to the Committee for review. Diane England made a motion to approve the Surveyor's report as presented. Terry James seconded the motion. All in favor. Motion carried.

Register of Deeds report. Jodi Helgeson informed the Committee that everything is Status quo.

PLANNING & ZONING COMMITTEE  
MONTHLY MEETING  
October 5, 2011  
PAGE #2

Land Information: Tyler Grossheusch explained that the Fee Schedule and Data Request form have been updated, but needed Committee approval. Discussion was held. Terry James made a motion to approve the updated order form and Register of Deeds report. Randy Theisen seconded the motion. All in favor. Motion carried. Jodi Helgeson presented the LiDAR Distribution Policy to the Committee for their review. Randy Theisen made a motion to approve the LiDAR policy as presented. Glenn Licitar seconded the motion. All in favor. Motion carried. All in favor. Motion carried.

Phil McLaughlin read a letter from Fred Nickel, Adams County Parks Director. The letter informed the Committee that the Parks Department intends to fully comply with the Adams County Shoreland Wetland and Habitat Protection Ordinance. Mr. Nickel stated that the Parks Department has staff qualified and specialized in forestry and landscaping design. Discussion followed. Terry James made a motion to allow Fred Nickel and the Parks Committee to proceed with developing a plan on Shoreland restoration for Adams County owned properties, with the Parks Director being responsible for the presentation of the preliminary plan to this Committee at the March 2012 monthly meeting. Diane England seconded the motion. All in favor. Motion carried.

Terry James made a motion to take a recess. Diane England seconded the motion. All in favor. Motion carried.

RECESS: 10:25 A.M.  
RECONVENE: 10:35 A.M.

Phil McLaughlin presented the Financial Report for the month of August to the Committee for review. Glenn Licitar made a motion to approve the Financial and Comp Time Report as presented. Randy Theisen seconded the motion. All in favor. Motion carried.

Discussion was held on transferring current Conservation Engineering Technician to P&Z as a full time position. Mr. McLaughlin made it clear that the Conservation Engineer Technition position in the Land and Water Conservation Department was being eliminated and that the employee occupying that position would transfer to Planning & Zoning as a full time Building Inspector/Code Enforcement Officer. Mr. McLaughlin stated that his first order of business would be Shoreland zoning, any nonmetallic mining reclamations that come up and general zoning complaints. As he gets certifications, he will be a backup for building inspections. The official title is Building Inspector/Code Enforcement Officer. Discussion was held on hours of work, the Storm water Runoff Ordinance currently being administered by the Land & Water Department possibly being transferred to the Planning & Zoning Department. Chairman Stuchlak requested this to be put on the November agenda.

Planning & Zoning Updates: Mr. McLaughlin informed the Committee that he had attended the meeting in New Chester in which representatives from multiple Towns were present. He stated that the Inspector, Dan Hansen will be getting a county cell phone and new business cards with that number on it. If nobody is on site for an inspection, he can leave his business card for them to call him directly, although he is not sure how legal it is to be on the phone when driving. Joe Stuchlak said it has never been legal. Both hands are supposed to be on the wheel at all times. You are not supposed to talk on the phone, eat or anything else while driving.

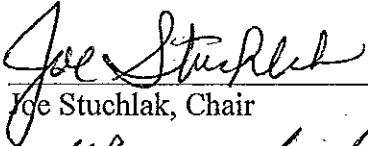
Correspondence: None.

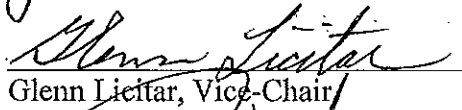
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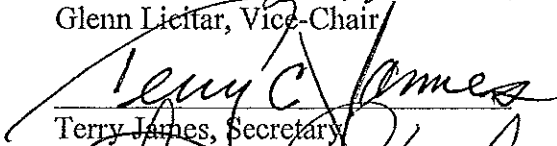
MONTHLY MEETING  
October 5, 2011  
PAGE #3

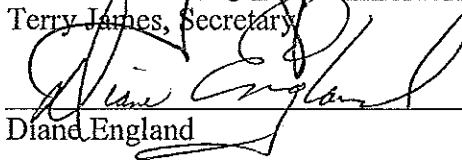
Randy Theisen made a motion to adjourn. Diane England seconded the motion. All in favor. Motion carried.

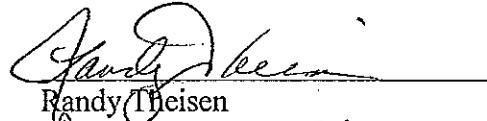
Adjourned: 11:38 A.M.

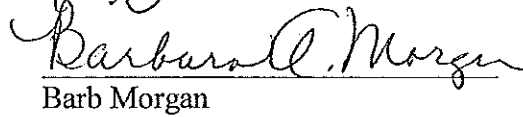
  
Joe Stuchlak, Chair

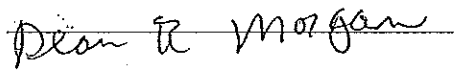
  
Glenn Lietar, Vice-Chair

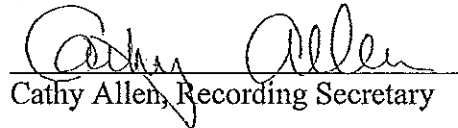
  
Terry James, Secretary

  
Diane England

  
Randy Theisen

  
Barb Morgan

  
Dean R. Morgan

  
Cathy Allen, Recording Secretary

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE.



## Property Committee Meeting Minutes

P223

October 14, 2011, 8:30 a.m.

Room A231

The meeting was called to order by Chairman Renner at 8:06 a.m. The meeting was properly announced. Present: Renner, Allen, Djumadi, Miller and Kotlowski. Also present: Casebeer, Gadow and Thurber from Altmann's, Price, Larson, Hamman, Wollin, Beckman, Green, Dostal, Gordon, Albert, Morrow and Berg.

Motioned by Kotlowski/Allen to approve the agenda. Motion carried by unanimous voice vote.

Zander from Treasurer's department provided sealed bids for tax deed property. Renner opened sealed bids. Greg Powell offered \$4002 for parcel 8 in Lake Camelot. Kristina Paweleck offered \$4100 for same parcel. Motioned by Allen/Kotlowski to accept Paweleck offer for \$4100. Motion carried by unanimous voice vote.

Discussion on bulletproof glass for sheriff's department: Wollin provided estimates, \$6,600, 6,491 and \$6,354. Then explained there is money in capital improvement account this year for adding a door in the hall for about \$5000. They requested to abandon that project as it wouldn't be a benefit and would not add security to the facility. They would like support to utilize the money from the door project and jail assessment account to pay for bullet proof glass. Green said on September 6<sup>th</sup>, she understood they could go forward with the project if they found money elsewhere.

Renner had issues with this concept. There are other departments such as the DA office that are looking for safety glass. Wollin respects the need for security in any department. Wollin explained that individuals are ordered to turn in weapons and that person at the front counter doesn't have a bullet proof vest, no gun, and no level of protection. They deal with emotionally disturbed individuals that are ordered to come in and turn in a fire arm. The administrative staff has been threatened. The question of where the guns were stored came up. Wollin reported of a second locker 3 – 4 feet wide with a double door. The number of threats and the type of action taken was asked by Djumadi. Wollin indicated there were threats. Wollin went on to say they intended on keeping materials from the window that could be used in the DA's entry area to defer cost. Hamman questioned this as it probably won't fit or be the right dimensions. Djumadi is not in favor of the project or spending the \$5,000. Green indicated the additional money is not levy money and was carryover funds. Djumadi was not in favor of taking funds from the carryover.

Motioned by Allen/Miller to approve bulletproof glass in sheriff's department.

Renner asked Albert if he could abstain. Albert indicated it would be the preference that he vote and more favorable to vote. Motion failed by roll call votes, 2 yes, 3 no. Voting no; Renner, Djumadi and Kotlowski.

Motioned by Allen/Kotlowski to approve minutes for September 6, 14, 15, 20, 2011. Motion carried by unanimous voice vote.

Gordon went over the handout on project expenses related to the project. Identifying the roof and heating as the two biggest parts of the project. Gordon spoke of the additional costs associated to the lateral bracing and insulation. Gordon explained the addition cost for the bracing. He indicated that there were some items that hadn't went through the appropriate

P224 approval processes. He questioned why they were acted on some of which took place while he was on vacation. He realized that the items were pretty important. Hamman referenced an email indicating this was something that Gordon had gave authorization to move forward on and wasn't trying to place blame on anyone.

Renner questioned why Roofing Consultants recommendation wasn't included in the original bid. There was addition cost of \$17,606 which was approved. The roofing Specialist didn't even suggest anything at the time. Gordon didn't know. Renner didn't find it necessary to go over each and every invoice as the committee had already reviewed them and understood where they were financially. He requested to continue discussing options moving forward.

Allen had three concerns. He'd like for everyone to get together and determine what needed to be done and to include Larson in the meeting. Renner would like to wait until Community Center is done. Djumadi said the committee already knew what they wanted done and wanted to know what was going to be done to save money. Allen wants the pros and cons.

Hamman reported on 12 rafter braces need to be repaired at the Health and Human Services building, 6.5 hours plus materials, HVAC furnace is in place but not hooked up as they discover it would be in the way of the fiber optic and phone terminals. The duct work could be moved in lieu of moving the fiber optic. There are concerns that there are several proper vents on west side of community center that missing. Renner said that they needed to make sure Dawn was involved with the fiber optics, phone and computer room portion of the meeting. Price said they would. The casework and card reading are on hold per Djumadi.

Matt Bremer present at 9:25 a.m.

It was determined that Hamman, Price, Thurber, Gadow and Larson would meet on the 25<sup>th</sup> however Larson would not be able to attend. They consider several different dates and decided to discuss a time and date later.

Gordon indicated he had give heat load information to Justin the mechanical engineer from Ayres that a split system costs a couple thousand dollars.

Allen questioned the total amount of \$24,657.17. There were questions regarding the insurance payment. Larson indicated the payment had been received but wasn't sure of the amount. Price had no information. Casebeer indicated to disregard all the numbers and that \$727 would be the saving. Gordon questioned Casebeer's figures, but there were no definite figures determined.

Casebeer reported that the insurance company had been in contact with her and had been calling for information on changes, costs to reflect only damage for vehicle. Casebeer referenced a dollar amount of approximately \$11,000 for repairs related to that incident that was reported to Crawford Company. Trena will contact Bays when she returns to see what is happening with the insurance claim.

Gordon indicated that there would be focus on energy money coming in. Hamman questioned if it was to be in the form of a credit or a check. Gordon indicated it would be in the form of a check.

2 of 4  
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10-14-11

Set date for airport storage/facility tour to 10:30 a.m. October 19<sup>th</sup>.

P225

Motioned by Allen/Kotlowski to deviate to the non metallic mining reclamation plan. Motion carried by unanimous voice vote.

County Trunk J and 11<sup>th</sup> Ave. - discussion related to a conditional use permit took place. This will go on October 26<sup>th</sup> before the Planning & Zoning committee for approval. Reclamation plan usually has 30 days for public to review. Morrow and Dostal are requesting a waiver to start process sooner. Allen said it is projected to be 17 feet deep in the center. Allen asked where the water would go, the two retention ponds, to wet lands, the Friendship pond. MSA helped with design. There was talk about 5.5 acres on the west side of town and ways to resolve issues if necessary. Allen wanted an explanation of clay runoff. It was stated that the DNR takes care of issues with overrun of clay. Managed forest crop land is on each side. Albert informed the committee that he had met with Morrow and Dostal informally on this matter in the hallway. He told them to take this back to committee. He had not formally reviewed any of the paperwork, this was the first he'd seen any paper or the letter requesting the waiver. He also said that the permit/conditional use was not granted yet. Planning and Zoning needed to rule on this matter.

Bremer said he had oversight on the non metallic ordinance. He spoke of operations, reclamation, and NR135. He addressed the public information hearing and that it must be offered to adjacent property owners within 300 feet of the sight. He explained he had not completed the review of the plan. He indicated he would waive the 30 day period if the adjacent property owners signed the waiver.

Dostal said that six land owners received letters and had no objections. He informed the committee that the Public Hearing notice had not run in the newspaper two weeks prior to the hearing which caused the reason for their request.

Allen excused at 10:00 a.m.

Motioned by Miller/Kotlowski to table further discussion on the non metallic mining waiver until October 19<sup>th</sup>. Bremer will look over the plan and then the committee can make an informed decision. Motion carried by unanimous voice vote.

**Recess:** Motioned by Djumadi/Miller to take a break at 10:05 a.m. Motion carried by unanimous voice vote.

**Reconvene:** Called back to order at 10:26 a.m. All present. Excused, Allen.

Discussion on Microfilm reader will be placed on the next meeting agenda.

Discussion on resolution to establish a new non-lapsing account for Administration of Henning Estate Bequest to Adams County Community Center took place. Albert explains that 5% goes to Community Center. Motioned by Kotlowski/Djumadi to approve resolution and forward to County Board. Motion carried by unanimous voice vote.

Albert informed the committee about the Concealed Weapon Carry Ordinance. Miller questioned line #94-100 section 3 d. Motioned by Miller/Djumadi to remove 3d lines 94-100 in its entirety, allowing any other changes that may be non-substantive. Motion carried by

3 of 4.  
Pro. min.  
10-14-11

~~P 2008~~ unanimous voice vote. Motioned by Miller/Kotlowski to forward the Concealed Weapon Carry Ordinance as amended to the county board. Motion carried by unanimous voice vote.

Discussion on snowplowing contracts took place.

Motioned by Miller/Djumadi to accept Hintz proposal for 3 years, continuing at the same fee as 2010 with a 90 day clause that the county could terminate. Motion carried by unanimous voice vote.

Hamman will get in touch with Kierstyn to see if he is willing to provide snowplowing services at Health and Human Service and what he would charge.

Add snowplowing on October 19<sup>th</sup> agenda.

Allen present at 12:01 p.m.

Allen reported that he had a discussion with Inspector Jackson regarding the \$2,295.00 permit fee charged by the Village to Altmann. They will be responsible for the charge. At this point Jackson will not lower the fee and there doesn't seem to be any animosity over the charges.

Hamman indicated the draw from Altmann for \$218,894.25 was approved by Ayres. Invoices, material purchases, and professional services were reviewed.

Motioned by Kotlowski/Djumadi to approve invoices contingent on Hamman's final review and discussion with contractors and to only bring back any concerns on the October 19th. Motion carried by unanimous voice vote.

Motioned by Allen/Djumadi to pay Altmann \$21,894.25. Motion carried by unanimous voice vote.

Motioned by Miller/Kotlowski to pay Ayres \$2,295.00. Motion carried by unanimous voice vote.

Next regular meeting will be November 7 at 9:00 a.m.

Motioned by Miller/Allen to adjourn at 12:26 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippi, County Clerk

Recording Secretary

These minutes have not been approved.

## Property Committee Meeting Minutes

P227

October 19, 2011, 10:00 a.m.

Room A160

The meeting was called to order by Chairman Renner at 10:000 a.m. The meeting was properly announced. Present: Renner, Allen, Djumadi, Miller, and Kotlowski. Also present: Matt from Land & Water.

Motioned by Allen/Kotlowski to approve the agenda. Motion carried by unanimous voice vote.

Discussion on non-metallic mining reclamation plan for adjoining property with Carl Dostal: no action taken. According to Matt, the adjacent land owners filed for a public hearing on October 26, 2011 in conjunction with Planning and Zoning meeting.

Update on construction project draws: Tracy stated that the items questioned at last meeting all are legitimate.

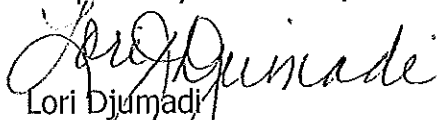
Discussion on snowplowing: Kierstyn says no price increase for Health and Human Services and Practical Cents for 3 years.

Motioned by Kotlowski/Miller to approve the snowplowing with Kierstyn. Motion carried by unanimous voice vote.

Recess at 10:15 p.m. to tour airport and storage facilities.

Motioned by Allen/Djumadi to adjourn at 11:07 a.m. at the airport. Motion carried by unanimous voice vote.

Respectfully submitted,

  
Lori Djumadi  
Recording Secretary

P228

## Public Safety &amp; Judiciary Committee

Wednesday, October 12, 2011

9:00 a.m. – Conference Room A260

## MINUTES

1. Call the Meeting to Order. Meeting called to order at 9:00 am.
2. Was the meeting properly announced? Yes
3. Roll Call: Terry James, Excused. Present are Al Sebastiani, Bill Miller, Mike Keckeisen, Beverly Ward, Trena Larson, Deb Barnes, Marilyn Rogers, Sandra Green, Les Beckman, Dee Helmrick, Jane Gervais, Jack Albert and from the Humane Society Carol Berry and Fran O'Brien.
4. Approve the Agenda. Motion to approve agenda, Ward/Miller, MC/UN.
5. Approve minutes of prior meeting. Motion to approve minutes, Ward/Keckeisen, MC/UN.
6. Public participation (*If requested by the Committee Chair*). None.
7. Correspondence. None.

8. Supervisor Sebastiani - Present.

Discussion/action –Teleconference call at approximately 9:05 to Aaron Aizenberg, lawyer for the Animal Shelter regarding the contract as well as the annual budgeted amount (\$40,000). Phone contact is 414-271-7100. Aaron Aizenberg was contacted at 9:02 am via teleconference call. He is calling representing the Adams County Humane Society to address the relationship between Adams County and the Humane Society. The HS has been providing animal control care for several years. For the past several years Adams County has been paying \$40,000 per year for the last several years as well. The \$40,000 doesn't come close to covering the services they provide and they are not looking for additional monies in hopes of a profit since they are 100% not for profit. Their aspect is much broader than providing animal control services. They are asking for the county to pay for the cost of the services they provide for the county. If they continue to operate on the amount provided now, the result will be the HS will be out of business in Adams County. There was some confusion between the HS and AC. The HS is not a division of the County where the county does not get to decide how much they will pay the humane society. They are operating under a services contracted agreement with the county. If the county decides to provide them with the \$40,000 as we usually do, the HS may come back and indicate that amount is not sufficient. The problem has been so far there is no offer made back and forth on a set amount the county is willing to pay for the services of the HS. If the county is not willing to pay for the services, then the HS will not be able to provide for the services. If we cannot reach an agreement and there is no contract going forward for next year – who is going to perform these services if it is not the HS? Animal Control services are required to be provided under state law. What will the county do if the county picks up a stray animal? What if there is another large scale animal seizure? One thing we've come to realize is how important it is we have these things in place if this should ever happen again. He is just asking us all to think about these situations and what the county is going to do about these things if going forward if the county decides to not go forward with the HS services. All they are asking right now is for the county to engage in a dialogue regarding a resolution where they have an Agreement in place going forward everyone can live with and clearly defines the terms and obligations. Mike Keckeisen spoke up to indicate he was instrumental in providing the HS with an additional \$5,000 over the past four years. If the HS is not willing to open up their books then we're not going to look at giving them anymore money. Aizenberg indicates they did provide the financials in a letter submitted to the county. Keckeisen asked why four years ago they asked for \$40,000 and they said that would be plenty and now they are asking for \$80,000 only four years later, why the big jump in the costs. Aizenberg indicates that over the past few years that the HS has been using these private monies to pay for the costs that were not covered by the county. This is the main reason they are asking for additional monies to cover these expenses. Now that the HS has been through a situation like the Kolb case, we hope it never happens again, but the reality is it could happen again and if we have an agreement that handles a situation like this, we're saying let's have a contract that defines all our obligations to one another. Ward asks if this happens again, the outfit from Madison would step in and take these animals? Carol Berry says there is a company from Madison that would allow them to come and help us. Nobody really looked at cost accounting years ago, but now they are saying another \$10-\$20,000. There are three ways the HS gets money to pay for their budget. 1)\$40,000 from the

County 2) private donations and 3) and licensing fees. The reason why this is an issue, year to year the HS can't depend on being guaranteed to have enough private donations to go forward with their nonprofit mission and provide animal control services. You can't always guarantee the money is going to be there with fundraising. But going forward, we (the HS) may not survive. Miller said last month we were told that on these seizure type things we will be able to use outside sources and shouldn't be an expense to the county. The other thing is we should make an offer and you should think about it. I don't think that's right. I think you (the HS) should make an offer and then we will come back with another offer. The other comment he had was the AC officers for example for this money they brought in 15 animals for September. Why should the county bring the strays in that are not brought in by AC? Aizenberg answered these questions and indicated he would work on the contract and meet, or we can talk and play numbers and talk about the terms of the contract later. Aizenberg would like to meet and talk about the offer of services to the County. Ward had comments regarding the administrative fees to the HS as well. Aizenberg indicates he and the HS would be happy to sit down and talk about the figures. As it currently stands the HS cannot sustain another year most likely if we continue under the current terms with the County. Severe budget issues will certainly be considered when the discussion takes place. Ms. Berry would be happy to provide all documentation regarding the costs they are asking be covered. Sebastiani asked a question and this was address as to why the strays are being charged to the county. It doesn't necessarily matter who brings the animal in, it's an animal the county is responsible for because it is a stray animal. Jack Albert said as you know from us speaking he had mentioned he spoke with several other counties and those results overall are inconsistent and there are different ways to go about this. Some have agreement, purchase of service contracts, etc. Mr. Albert asked for hard numbers of the budget from the HS so we can compare it over the last few years. Aizenberg would like to get back to the drawing board and getting the county something more in line to what the county is asking for. Aizenberg will go through all the numbers with the HS and break them down again and get the proposal back to Mr. Albert by Friday afternoon as Sebastiani indicated the proposed budget will be introduced to the county board next Tuesday evening. Ms. Ward sees most of our problems are with cats. Maybe we should do something with cats and would reduce the problem greatly. We've had 100 cats this month, vs. 13 dogs. Aizenberg states there is some value we provide being a nonprofit. If we don't have the HS who would we use for these services? He says you will find there will be no one that will do it more efficiently and more effectively than the HS. Ward says one option is turning the responsibilities over the townships and then it is their responsibility. Mr. Albert indicated that the person performing their tax returns is a county supervisor and the chair of the Finance and puts him in a position that Mr. Albert needs to note to him and the board as well. Aizenberg will reconvene with the HS folks and will provide a simple proposal derived from our actual hard number costs of animals and the services they provide and provide this to Jack Albert by the end of the week. He will provide only numbers which services are provided for the county.

Supervisor Keckeisen indicated the issues he has are with the new management. Carol Berry asked him to put his concerns in writing and she promises to look into these concerns. Mr. Albert indicates in the proposed contract there a lot of "may" statements because there is not a statutory requirement that we must have a shelter.

9. Family Court Commissioner – Dennis McFarlin – Not present.  
Review check summary.

10. Child Support – Deb Barnes – Present.

Review Performance Measures for September 2011. The agency met and exceeded all the benchmarks for performance for the last Federal fiscal year. Unproductive cases were reduced by 321 cases.  
Review check summary. Reviewed.

Discuss and/or act on any 2012 budget revisions if necessary. The LTE position is being split between two people it is working out well.

P230

Discuss office activities. Call center will be in effect on January 1, 2012. The suggestion was made at Admin/Finance to leave the secretary position in the budget in case the call center doesn't work out. Deb has received the proposal from ACS and they have agreed to an initial six month contract. Deb suggested going with a six month contract, cut the secretary's position wages in half instead of a full year and this will balance the budget. The fall conference is in two weeks. Deb, Janet and Tori will be attending and the LTE staff will be covering the office while they are gone.

11. Clerk of Circuit Court – Dee Helmrick – Present.

Summary report of expense vouchers submitted for payment. The department is over budget in a couple of different areas and these were explained to the committee.

Approve conference/training.

Discuss general operations of department.

Community Service Coordinator's monthly report.

12. Register in Probate – Terry Reynolds – Not present.

Monthly expenditures report.

General office activities.

13. District Attorney – Janis Cada – Not present.

Monthly expenditures report

General office activities.

14. Emergency Management – Jane Gervais – Attending.

Monthly check summary/expenditures. A change on the budget was explained by Jane.

Discuss and/or act on training/conferences, if any. She attended a Special Needs Population training at Ft. McCoy.

The radio base station was discussed over at HHS and was decided the base station would be remove and would use the portable radios. She is still working on the Tornado Relief Fund as well. On September 26<sup>th</sup> had a

debriefing with the Air National Guard on the F16 crash and were very pleased with the assistance provided.

Office activities. Brian Satula the WI Emergency Mgmt. Administrator was at a meeting last month and did mention there are rumors there are no monies in the WI Disaster fund, but there are monies, they are working on it.

15. Medical Examiner, Angela Hinze – Deputy Coroner, Marilyn Rogers – Attending.

Monthly expenditures report.

Approve conference/training if any.

Department operations. Addendums to the MOU's were handed to the committee chair for signature. Supervisor Ward indicated she should get hers and Becky's signature on them and then get copies to the appropriate committee.

Motion for a recess at 10:25.

Meeting called back to order at 10:30.

*Pub Safety + Jud*  
10-12-11



16. Sheriff's Department - Sheriff Wollin Captain Beckman - Attending.

Animal shelter/animal control officer report. Report handed out to the committee by Mrs. Green.

Department operations: We have finished our 2<sup>nd</sup> round of firearms training for the year. This is a tremendous leap in commitment to Deputies training and their confidence in the use of firearms. In LE this is the highest liability we need to train for. This one is more advanced than just standing in front of a target and shooting. At the Sheriff's direction Firearms Instructor Bitsky is setting up a lesson plan for a low light/night/inclement weather firearms training session as well. Chief Todd Hansen was able to have FLETC (Federal Law Enforcement Training Center) come and conduct their first course in WI. This was done through a federal grant for Rural Law Enforcement and is free. The two classes were the use of force which covered officer safety issues as well as officer survival and the mindset to survive deadly encounters. This is phenomenal training and the fact that it was free was outstanding.

Approve conference/training if any.

Discussion/action on dispatch eligibility list: We're advertising inside for this per the Union agreement. The Sheriff would ask if he could have permission to go forward with the advertising of the eligibility list. We don't want to incur a bunch of overtime while we are going through this process. Motion to move forward to create an eligibility list. Ward/Miller, MC/UN.

Discussion/action on Bullet Resistant Glass project: A lengthy discussion regarding the bullet resistant glass took place. We explained to them what was going on in terms of the property committee meeting/decision.

Supervisor Miller who is a member of the property committee stated his recollection from that meeting was the same as F&SS Manager Green, the Sheriff's and the Captain's in that the Property Committee could not fund the project for BY 2012, but if we could find the money in our budget or through a grant we could move forward with the project. It was stressed that this is the only area in the Courthouse that citizens are ordered by the Judge to turn in their weapons, and the civilian staff need this protection. We informed them we have a meeting this Friday, the 14<sup>th</sup> to discuss this.

• Captain Beckman - Attending

Review monthly expenditure report and check summary. Several questions were asked and then answered by the Captain and Fiscal Manager.

Discussion on jail inspection results. Captain Beckman handed out the results of the jail inspection. We did pass but had one violation and that had to do with the fire inspection. They did give us a pass on this because we tried repeatedly to get an inspection in the timeframe, but was unable to get an inspection rescheduled. This was noted in the final inspection document. There will be a significant change for next year for the inspection schedule which will now be one fire inspection per year rather than two. The jail inspectors give each jail some homework and provided a checklist of things to prepare for next year. Keckeisen had questions regarding the Jail Simplex Upgrade. Captain Beckman answered these questions. The bulletin boards are installed now as of the beginning of this last month. They are also putting together the inmate exercise equipment, which consists of a pull-up bar. Captain Beckman said the jail inspector would be more than happy to address any concerns the committee might have.

Videoconferencing - we are at \$77,246 at the end of September so this is basically the benchmark of two years. Keckeisen would like to ask not having the Sheriff's Department provide this financial information any longer as it is no longer needed. This information no longer needs to be presented to the committee.

Debt collection: F&SS Manager Sandra Green has been doing an outstanding job in collecting debt both with Bay West Acquisitions and new debt on closed accounts less than one year old. Approximately \$5,000 has been collected by Bay West and paid to the Sheriff's Department. Sandra just began collecting on jail debt/closed accounts less than one year old with debt more than 1.00.

*Pub Safety & Jud*  
10-12-11

P232

ICAC (Internet Crimes against Children): Deputy Greeno is working on this. This report is a review of what has been done so far in this. He is doing this along with his regular deputy duties and is doing an excellent job.

17. Approval of all vouchers and monthly expense reports. Motion to approve all vouchers and monthly expense reports, Ward/Miller, MC/UN.
18. Set next meeting date. Next meeting set for November 9, 2011 at 9:00 am in conference room A260.
19. Action items for next meeting.
  - Discussion/action on Sergeant and Lieutenant positions.
  - Discussion: Future planning of jail simplex upgrade.
  - The addition of Bailiff positions / Clerk of Courts office.
20. Adjourn. Ward/Miller, MN/UN at 11:55 am.

Submitted by Sandra M. Green, Fiscal and Support Services Manager, Sheriff's Department. *These minutes are not yet approved by Public Safety & Judiciary Committee.*

Cc: Sebastiani / James / Keckeisen / Miller / Ward / Wollin / Beckman / McFarlin / Cada / Gervais / Helmrick / Warner / Barnes / County Clerk Dept / McGhee / Green / Hinze / Rogers

*Pub Safety & Jud*  
*10-12-11*

**ADAMS COUNTY SOLID WASTE COMMITTEE**  
**October 12, 2011, 5:00 PM**  
**LANDFILL, 1420 HWY 21, FRIENDSHIP, WI 53934**

**MEMBERS PRESENT:** Larry Babcock, Chair  
Dean Morgan, Vice-Chair  
Florence Johnson  
Patrick Gatterman  
Mike Keckeisen

**MEMBERS ABSENT/EXCUSED:** None

**OTHERS PRESENT:** Myrna Diemert, Solid Waste Director  
Barb Morgan

**CALL MEETING TO ORDER:** The meeting of the Adams County Solid Waste Committee was called to order by Chair, Larry Babcock at 5:10 P.M.

**WAS THE MEETING PROPERLY ANNOUNCED?** YES

**ROLL CALL & APPROVAL OF AGENDA:** BABCOCK, MORGAN, JOHNSON, GATTERMAN, AND KECKEISEN. *Motion by Gatterman, second by Johnson, to approve the Agenda as presented. All in favor. Motion carried.*

**APPROVAL OF OPEN SESSION MINUTES FROM SEPTEMBER 14, 2011:** *Motion by Keckeisen, second by Morgan, to approve the Open Session minutes as presented for the Sept 14, 2011 meeting. All in favor. Motion carried.*

**PARTICIPATION ON AGENDA ITEMS:** There was no public participation.

**COMMUNICATIONS/CORRESPONDENCE/OTHER BUSINESS:** None

**FINANCIAL REPORT:** Ms. Diemert presented the Financial Report September 2011, the Check Summary Report for September, 2011 and an update on the 2012 Budget. Discussion was held. *Motion by Keckeisen, second by Johnson, to approve the Financial Report and the Check Summary Report for September 2011, as well as the update on the 2012 Budget. All in favor. Motion carried.*

**SITE REPORT:** Ms. Diemert handed out and reviewed copies of the Site Report dated October 12, 2011 (see attached copy) and discussion was held. *Motion by Keckeisen, second by Morgan, to approve the Site Report as presented. All in favor. Motion carried.*

**DISCUSS AND APPROVE CONTRACTED WITH IROW:** Ms. Diemert updated the Committee on the progress of the preliminary drawings being done for revisions to our existing building. We will continue with this project and report back at the next meeting. Another option that has come up is the Carton Council trying to find a regional facility to collect cartons. There may be some funding available and Ms. Diemert will check into this.

Discussion was held on a meeting between Adams, Monroe and Juneau Counties to discuss options for forming regional services. There is a meeting scheduled with a company who wants to address a gasification project in Black River Falls.

**APPROVE ANY VEHICLE/EQUIPMENT OR OTHER PURCHASES OR RENTALS:** No additional equipment or vehicles were purchased.

**EMPLOYEE UPDATE:** No employee updates were presented.

**APPROVAL OF ANY TRAININGS OR CONFERENCES:** Ms. Diemert presented information on the 2012 WIRMC Conference in WI Dells on February 29, March 1 & 2, 2012. Ms. Diemert reported that this is a budgeted expense and the tentative agenda was reviewed. *Motion by Johnson, second by Babcock, to approve any Committee members to attend. All in favor. Motion carried.* There were no trainings or conferences to approve.

**IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS:** The following items may be placed on the next agenda: Any updates needed.

**NEXT MEETING DATE AND ADJOURN:** The next regular monthly meeting will be held on Wednesday, November 9, 2011 at 5:30 PM at the Courthouse. *Motion by Johnson, second by Babcock, to adjourn until the next meeting. All in favor. Motion carried.*

Meeting adjourned at 6:29 P.M..

Respectfully submitted,  
Myrna Diemert, Recording Secretary

**THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE**

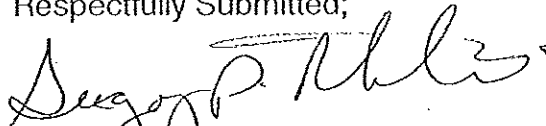
ADAMS COUNTY SURVEYOR'S OFFICE  
GREGORY P. RHINEHART, COUNTY SURVEYOR  
(608)-339-4226 (608)-339-3808  
P.O. BOX 187 -- FRIENDSHIP, WI 53934

ADAMS COUNTY SURVEYOR'S REPORT # 454  
November 3, 2011  
Report for the month of October, 2011

The 2011 Monument Maintenance Program is continuing and on schedule for completion in December.

I am continuing with the duties of my office.

Respectfully Submitted;

A handwritten signature in black ink, appearing to read "Gregory P. Rhinehart", written over a horizontal line.

Gregory P. Rhinehart,  
Adams County Surveyor

ADAMS COUNTY SURVEYOR'S OFFICE  
GREGORY P. RHINEHART, COUNTY SURVEYOR  
P.O. BOX 187, FRIENDSHIP, WI 53934  
(608) 339-4226

SUMMARY OF ACCOUNTS 2011

	<u>RETAINER</u>	<u>PROJECTS</u>	<u>MISCELLANEOUS</u>
Budget	\$3,600.00	\$21,900.00	\$ 500.00
JANUARY	300.00	270.00	
Balance	\$3,300.00	\$21,630.00	\$ 500.00
FEBRUARY	300.00	10,525.59	
Balance	\$3,000.00	\$11,104.41	\$ 500.00
MARCH	300.00		
Balance	\$2,700.00	\$11,104.41	\$ 500.00
APRIL	300.00	3,554.20	
Balance	\$2,400.00	\$ 7,550.21	\$ 500.00
MAY	300.00		
Balance	\$2,100.00	\$ 7,550.21	\$ 500.00
JUNE	300.00		
Balance	\$1,800.00	\$ 7,550.21	\$ 500.00
JULY	300.00		
Balance	\$1,500.00	\$ 7,550.21	\$ 500.00
AUGUST	300.00	1957.31	
Balance	\$1,200.00	\$ 5,592.90	\$ 500.00
SEPTEMBER	300.00		
Balance	\$ 900.00	\$ 5,592.90	\$ 500.00
OCTOBER	300.00		
Balance	\$ 600.00	\$ 5,592.90	\$ 500.00
NOVEMBER			
Balance			
DECEMBER			
Balance			
Grand Total \$	0.00	\$ 0.00	\$ 0.00